FGCU Library
Exhibit Proposal Form

Today's Date: ____________________

Title of Display: ________________________________________________

Starting and Ending Dates for Display: __________ to __________
(Include time for setting up and taking down the exhibit.)

Please describe the theme or idea of the display:

________________________________________________________________

________________________________________________________________

Please describe the exhibit contents and in what manner they will be installed:

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________________________________________________________________

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________________________________________________________________

Please indicate how much space will be required and any special needs for the display:

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________________________________________________________________
<table>
<thead>
<tr>
<th>Role</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit Sponsor</td>
<td>This person takes responsibility for the exhibit and will be contacted by the Library if unforeseen problems arise.</td>
</tr>
<tr>
<td>Person Responsible for Setting Up the Exhibit</td>
<td>This person is responsible for installing the exhibit on time and in accordance with Library guidelines.</td>
</tr>
<tr>
<td>Person Responsible for Maintaining the Exhibit</td>
<td>This person is responsible for visiting the exhibit periodically throughout its run and keeping its appearance fresh and neat.</td>
</tr>
<tr>
<td>Person Responsible for Taking Down the Exhibit</td>
<td>This person is responsible for removing the exhibit and restoring the display space to its original condition by the last day of its run. Unremoved materials may be discarded by the Library Administration.</td>
</tr>
</tbody>
</table>
Guidelines for Library Exhibit Installation:

All exhibits are to be installed in a manner that minimizes wear and tear to Library walls, floors, countertops, and other display spaces.

Materials may not be affixed to the Library walls, floors, countertops, or other display spaces except by a non-permanent adhesive.

If electricity is required for the exhibit, extension cords will be fastened to the floor and marked for visibility.

Materials may not extend outside the boundaries of the designated display space.
Agreement:

FGCU Library reserves the right to reject any exhibit applications. Although proposals may be submitted on any topic, priority will be given to proposals that further the educational mission of the Library, demonstrate research or scholarly work done by FGCU faculty or students, or are related to FGCU resources or events.

Exhibitors understand that neither FGCU nor the FGCU Library is responsible for materials used for exhibits.

Exhibitors take full responsibility for the transportation, installation, display, maintenance, and dismantling of all exhibit materials. Failure to do so may result in the disposal of exhibit materials as the Library Administration sees fit.

Exhibitors agree to follow Library guidelines for the installation of displays.

Signed by Exhibit Sponsor:

Date: ________________________

Approved by Library Outreach Committee: ________________ Date: ________________

Comments:

________________________________________

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