

EXHIBIT PROPOSAL

Title of Proposed Exhibit _____

Indicate proposed location for exhibit.
Please see Page 2 of this form for a complete listing of locations. _____
Room Use Policies, Schedules and Calendars see: www.lib.washington.edu/about/exhibits/#locations

Alternate Exhibit Locations _____

Sponsor _____

Briefly describe the scope, content and purpose of the exhibit, include types of materials/format.
Criteria for selection see: www.lib.washington.edu/about/exhibits/#selection

Describe any special needs for display, delivery or installation. If library is to provide assistance that request must be approved in advance by the appropriate unit.

Please list any associated events (opening party, lecture, etc.) and provide website link if available.

Proposed Dates Installation Date(s) _____ Installation Time _____	Duration of Exhibition: From _____ To _____	De-installation Date(s) _____ De-installation Time _____
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Name of Exhibitor (First) _____ (M.I.) _____ (Last) _____

Address _____	Phone _____	Fax _____
	Email Address _____	

<p style="text-align: center;">IMPORTANT INFORMATION</p> <ul style="list-style-type: none"> ■ The Libraries cannot provide security for the exhibit at any time. ■ The Libraries accepts no responsibility for loss or damage to the exhibits at any time while in the Libraries or while being shipped to or from the Libraries. ■ The exhibitor must complete an Exhibit Release before the display is installed. 	Proposal Submitted by PRINT NAME _____
	Signature _____ Date _____

SUBMIT EXHIBIT FORM

After completing your Proposal Form online please print it out, sign it, and send it. (Make a copy for your files.) For more information on sending this form scroll down to page 2.

Questions? See Page 2 for your contact person.

APPROVAL
THIS SECTION FOR LIBRARY USE ONLY

Signature and Approval by Library Contact _____

PRINT NAME _____ Date _____

Upon approval please send copies to:

<input type="checkbox"/> Dean of University Libraries Box 352900	<input type="checkbox"/> Libraries Publications Coordinator Box 352900	<input type="checkbox"/> Development Officer Box 352900
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CONTACT PERSON AND SUBMISSION

LOCATION	CONTACT PERSON	EMAIL FOR QUESTIONS	TO SUBMIT FORM
If your exhibit location is NOT listed below you may use this contact to submit your form. ▶	Charles Chamberlin	cecuwa@u.washington.edu	Box 352900
Allen Library North (Lobby)	Betty-Jo Kane	bjk@u.washington.edu	Box 352900
Allen Library First Floor Balcony (Exhibit Case)	Carla Rickerson	crick@u.washington.edu	Box 352900
Allen Library North Lobby (Focus On...)	Kirsten Spillum	focuson@lib.washington.edu	Box 352900
Allen Library Special Collections (Exhibit Cases, South Allen Basement)	Carla Rickerson	crick@u.washington.edu	Box 352900
Bothell Campus, Cascadia Community College (First Floor Lobby) and (Second Floor Lobby)	Amy Stutesman	astutes@u.washington.edu	UW Bothell Box 358550
Health Sciences Libraries	Colleen Weum	weum@u.washington.edu	Box 357155
Odegaard Undergraduate Library (First Floor West, Photo Cases)	Lynda Ekins	compost@u.washington.edu	Box 353080
Odegaard Undergraduate Library (Lobby)	Lynda Ekins	compost@u.washington.edu	Box 353080
Odegaard Undergraduate Library (Second Floor)	Lynda Ekins	compost@u.washington.edu	Box 353080
Suzzallo Library, Room 101 (Suzzallo Espresso)	Betty-Jo Kane	bjk@u.washington.edu	Box 352900
Suzzallo Library, Room 102	Carla Rickerson	crick@u.washington.edu	Box 352900
Tacoma Library	Anna C. Salyer	anna3@u.washington.edu	UW Library Tacoma Box 358460