

# University of Washington Libraries

## EXHIBIT PROPOSAL

Title of Proposed Exhibit		
Indicate proposed location for exhibit. _____ <b>Room Use Locations, Policies, Schedules and Calendars see:</b> <a href="http://www.lib.washington.edu/about/exhibits/guidelines/#locations">http://www.lib.washington.edu/about/exhibits/guidelines/#locations</a>		
Alternate Exhibit Locations		
Sponsor		
Briefly describe the scope, content and purpose of the exhibit, include types of materials/format. <b>Criteria for selection see:</b> <a href="http://www.lib.washington.edu/about/exhibits/guidelines/#selection">http://www.lib.washington.edu/about/exhibits/guidelines/#selection</a>		
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 _____
Name of Exhibitor (First) (M.I.) (Last)		
Address	Phone	Fax
	Email Address	
<b>IMPORTANT INFORMATION</b> ▲ 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 _____
<b>SUBMIT EXHIBIT FORM</b>		
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, see: <a href="http://www.lib.washington.edu/about/exhibits/guidelines/contact.html">http://www.lib.washington.edu/about/exhibits/guidelines/contact.html</a> <b>Questions?</b> See: <a href="http://www.lib.washington.edu/about/exhibits/guidelines/contact.html">http://www.lib.washington.edu/about/exhibits/guidelines/contact.html</a> for your contact person		
<b>APPROVAL</b>		
<b>THIS SECTION FOR LIBRARY USE ONLY</b>		
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 Communications Officer Box 352900		