

Exhibition Contract
W. Frank Steely Library
Northern Kentucky University

EXHIBITOR INFORMATION

This contract is entered into between W. Frank Steely Library (Library) and _____ (Exhibitor).

Exhibitor Address: _____

Telephone: _____

Email : _____

AGREEMENT:

- The Exhibition will be installed on ____/____/20____ and removed on ____/____/20____.
- The items in the exhibition _____ being offered for sale. (Library commission: 20%.)
- A list of the items to be exhibited, including descriptions, values, and prices (if items are being offered for sale), has been attached to this document.

GENERAL INFORMATION:

- The Library's Exhibition Committee has found the Exhibitor's work to be of the type and quality the Library desires to display.
- The Exhibitor desires to display works in the Library and will install and remove the works on the dates set in the agreement during normal Library operating hours.
- The Library cannot anticipate all potential hazards which may cause damage to Exhibitor's work. The Exhibitor will provide a comprehensive list with descriptions and appraised values of each work to be displayed in the library for insurance purposes.
- Works will not be stored by the Library after the close of an exhibition. Any work not collected by the agreed upon schedule, without approval of the Associate provost for Library Services, will become the property of Northern Kentucky University's private collection.
- The wall mounted hanging system in the space must be used. Nails, screws, tape, or other devices may not be used to hang the artwork on the walls.
- Any exceptions must be approved by the Associate Provost for Library Services and attached to this document in writing.

SIGNATURES

_____ / ____/____/20____ (Exhibitor / Date)

_____ / ____/____/20____ (APLS / Date)