



# Exhibits and Displays Reservation and Agreement Form

The College of William & Mary

Primary Contact Information:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Exhibit title \_\_\_\_\_

Curator(s) \_\_\_\_\_

Designer(s) \_\_\_\_\_

Sponsoring organization (if applicable) \_\_\_\_\_

Dates \_\_\_\_\_

Set-up start date (no more than five days prior to scheduled opening) \_\_\_\_\_

Exhibit location \_\_\_\_\_

I, the Exhibitor, have reviewed, understand, and agree to abide by the Swem Library Exhibit and Display policy, regarding the reservation and use of library exhibit space. I agree to assume responsibility for the display and to ensure that it is mounted and removed (within twenty-four hours of scheduled exhibit closing) on time and that its contents and design are consistent with the requirements and guidelines set forth in the policy. I agree that all expenses for the exhibit are borne by the exhibitor.

I acknowledge that Swem accepts no responsibility for the theft, loss, or damage of any display items exhibited at the library, and certify that all persons submitting work for this display understand and agree to this waiver. I acknowledge that Swem accepts no responsibility for exhibitors' personal safety/injury during installation and de-installation.

I acknowledge that the content of my exhibit is solely the opinion of me and my collaborators, and is not endorsed by Swem Library or William & Mary. I agree to handle publicity for the exhibit and provided requested information to the exhibits committee.

I agree to notify the chair of the exhibits committee immediately if the exhibit is cancelled or if there are any modifications to the exhibit plan or information stated above.

By signing this document, I understand and agree to the terms and conditions of this agreement.

Signature

Date

\_\_\_\_\_

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Please submit this form to Jennie Davy, Burger Archives Specialist and Exhibits Coordinator, [jadavy@wm.edu](mailto:jadavy@wm.edu), Swem Library / P.O. Box 8794 / Williamsburg, VA 23187-8794.