

Display Agreement



Title of the display: _____

Dates of the display: _____

If multiple individuals use one display case separate Display Agreement and Inventory Forms must be used. Displays are located in public areas that cannot always be monitored against damage, theft, or vandalism. Fontana Regional Library system is not liable for any damage, destruction, or loss of items placed in the display areas.

When using the display areas in the Fontana Regional Library (FRL) system, exhibitors must agree to the following:

- To provide an inventory of items to be displayed (see attached form).
- To provide a sign for the display that includes the following information: name(s) of the individual or group, group affiliation, and title of the display.
- No glue, duct tape, heavy tape, etc. is allowed on any of the walls or in any of the display cases in FRL libraries. Expenses incurred by the library to repair damage to walls and/or display cases will be charged to the exhibitor.
- The person or organization providing items for display is responsible for arranging these items unless other specific arrangements are made.
- Exhibitors must remove the displays at the agreed upon time. If a group is unable to comply, the library will make every effort to safely store the display items until other arrangements can be made. If, after one month, display items have not been picked up they will become the property of FRL and may be used, sold or disposed of at the library's discretion.

By signing this document, Exhibitors acknowledge that they have received a copy, read, and understood the FRL Display Policy.

Exhibitor Contact Information

Name: (print) _____

Name: (Sign) _____

Group affiliation: (if applicable) _____

Date: _____ Phone: _____

Address: _____

Email: _____

Office Use Only: Inventory verified by _____ (initials)

