

University of Washington Libraries

EXHIBIT PROPOSAL

Title of Proposed Exhibit _____		
Indicate proposed location for exhibit. _____ Room Use Locations, Policies, Schedules and Calendars see: http://www.lib.washington.edu/about/exhibits/guidelines/#locations		
Alternate Exhibit Locations _____		
Sponsor _____		
Briefly describe the scope, content and purpose of the exhibit, include types of materials/format. Criteria for selection see: http://www.lib.washington.edu/about/exhibits/guidelines/#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 _____
Name of Exhibitor (First) _____ (M.I.) _____ (Last) _____		
Address _____	Phone _____ Email Address _____	Fax _____
IMPORTANT INFORMATION ▲ 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, see: http://www.lib.washington.edu/about/exhibits/guidelines/contact.html Questions? See: http://www.lib.washington.edu/about/exhibits/guidelines/contact.html 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 Communications Officer Box 352900