Exhibit Procedures:
1. Exhibits are not meant to promote a political cause or serve as commercial advertising.
2. All exhibits are open to the public, free of charge. The exhibitor’s name and contact information may be posted in the exhibit, but any pricing information is prohibited. The Library will not engage in the sale of any artwork or other merchandise and solicitation is prohibited.
3. Costs associated with the exhibit, including installation/de-installation, transportation, and publicity, will be the responsibility of the exhibitor.
4. All prospective exhibitors must submit a proposal via email. Please include a description of the exhibit, such as a visual sample of the artwork, or photograph, the amount of space requested, and the proposed dates of installation and dismantling. Any publicity initiated by the exhibitor must also be submitted to the Library for prior approval. The Library retains complete authority over the evaluation, selection, and scheduling of all exhibits. *Include link to online fillable form.
5. The Wilkens Library prefers that exhibits run for four weeks, although other periods of time will be considered. The Library reserves the right to cancel and/or remove an exhibit at any time.
6. The Wilkens Library does not offer liability or theft insurance. While the staff will exercise due care in providing a secure exhibit area, it is recommended that artists arrange for their own insurance coverage. There will be no payment for, or replacement of, items lost or damaged as a result of the items being on display.
7. The exhibit areas must be left in satisfactory condition. Exhibitors are liable for any damage resulting from their usage of exhibit space or exhibit cases. The Library will dispose of any materials left in the exhibit space after the conclusion of the scheduled exhibit.
8. Exhibitors will be required to sign an Exhibit Agreement Form prior to the installation of any materials, which verifies that exhibitors has read and agrees to the above policy and procedures.

Please direct any questions or exhibit proposals to: refdesk@capecod.edu
Cape Cod Community College  
Frank and Maureen Wilkens Library  
Exhibit Agreement Form

Title of Exhibit:_______________________________________________________________

Description of exhibit:___________________________________________________________________________

To be exhibited in the Wilkens Library from ________________ to ________________

Exhibitor name:___________________________________________________________________________

___________________________________________________________________________________________

Address:____________________________________________________________________________________

Telephone number:___________________________________________________________________________

I agree to the Exhibits Policy.

___________________________________________________________________________________________

Signature ___________________________ Date ___________________________