

Exhibitor Expectations

Several of our library branches offer space for exhibits, including Herriman, Holladay, Kearns, Millcreek, Sandy, South Jordan, Tyler, West Jordan, Whitmore, and the Library's Viridian Event Center.

Please talk to the person in charge of exhibits at the particular branch you would like to install your exhibit or submit the exhibit application online (<https://www.slcolibrary.org/information/forms/application-exhibitor>) to be considered for multiple locations or any of the branches.

Approval and Scheduling:

- Submitting an application is not a guarantee of selection.
- All exhibitors/exhibits are subject to approval.
- Scheduling exhibits is at the discretion of each branch.

Expectations:

- Exhibits should be appropriate for a general audience.
- Pieces in the exhibit may be for sale, but prices may not be displayed in the exhibit. We also encourage artists to include their contact information with their bio or artist statement, which can be displayed with the exhibit. Artists may use the phrase: To learn more about purchasing works on display please contact the artist.
- The library is a government institution, funded through tax payer dollars. All exhibits need to comply with local, state or federal law, including those governing pornography, libel, copyright, privacy, and/or publicity.
- If there are any patron concerns or complaints, they can be addressed to Library staff. Patrons questioning materials in a public exhibit are requested to complete a "Reconsideration of Materials and Services Request" form. Reconsideration requests received from library patrons are handled by library staff, according to the steps specified in the Reconsideration of Materials and Services Policy.
- The County Library is not responsible for any property that is damaged, stolen, or missing.
- The exhibitor is responsible for exhibit installation and removal. Labels, artist bio, and artist statement are the responsibility of the exhibitor.
- The library has no adequate storage for exhibit items. In the event the owner fails to remove the exhibit items as scheduled, the library may place the items in storage at the owner's risk and expense.
- The exhibit should be consistent in form, quality, and content on which the decision to host the exhibit at the library was based.
- The library and/or news media will have the right to photograph and/or film any or all of the exhibit for purposes of publicizing the exhibit and keeping a historical record of the display.
- If exhibitor is interested in a reception, discuss with the library branch exhibit coordinator.

Signature of artist/owner: _____

Date: _____

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Exhibit and Exhibitor Information

Artist/representative name: _____

Artist/representative phone number: _____

Artist/representative email address, website, and/or social media

Location of exhibit:

Exhibit start date (date of installation): _____

Scheduled time: _____

Exhibit end date (date of removal): _____

Scheduled time: _____

Exhibit title: _____

Exhibit media _____

Number of items: _____

Reception? Yes ☐ No ☐

Reception date and time: _____