

OHIO UNIVERSITY LIBRARIES (Athens campus)

VISITING EXHIBITOR AGREEMENT

This is an agreement between _____, herein after referred to as "Exhibitor", and the Ohio University Libraries (Athens campus), a department within Ohio University's Office of the Provost. Intending to be legally bound, the parties agree that in consideration for exhibiting at the Libraries, the Exhibitor understands and agrees to abide by the following stipulations and guidelines:

COMPLIANCE

The exhibit will be in compliance with all applicable sections of Ohio University Libraries Exhibits Policy and Guidelines.

HOURS

The exhibit will be available for public viewing during the hours of operation designated for the area in which exhibit is installed.

LIABILITY

Ohio University Libraries assumes, expects and recommends that the exhibitor will be self-insured. Liability for damage, loss or theft of exhibit material is assigned to the exhibitor.

INSTALLTION and REMOVAL

Exhibit material must be "display ready" at the time of installation, and suitable for the exhibit space to which it is assigned. Paintings, drawings, etc. must be framed/mounted and suitable to hang. The exhibit area will not be modified or physically altered without prior permission. Exhibitors may be held responsible and liable for damage to the exhibit area caused during installation or removal.

KEYS

Visiting exhibitors are not assigned keys to Ohio University Libraries facilities. Arrangement to install or take down an exhibit will be made in advance with a designated Library representative.

Exhibitor's Name (please print)

Date

Email Address

Phone #

Library Sponsor's Name (please print):

Date

Please print this form, provide the information requested and return it to the office of the Assistant Dean for Public Services. You will receive a copy for your records.