



One Lee Avenue  
Lindenhurst, NY 11757-5399  
631.957.7755 Imlonline.org

## Ground Rules for Exhibits

1. A sample of description of the exhibit is to be submitted to the designated staff representative, prior to final approval of the exhibit.
2. The exhibit will be displayed on the 1<sup>st</sup> day of the month, according to the terms of agreement.
3. The exhibit will be set up on the first day of the display except if the library is closed, in which case it will be set up the next day.
4. The exhibit will be removed on the last day of the display except if the library is closed, in which case it will be set up the next before.
5. You will set up your exhibit under the supervision of a staff representative. **You must finish setting up your exhibit by closing time.** The library hours are Monday – Thursday 9:00am-9:00pm, Friday 9:00am-6:00pm, Saturday 9:00am-5:00pm and Sunday (September-May) from 1:00-5:00pm.
6. All work must be displayed in the assigned space.
7. A price list of materials may be supplies. This list will be made available at the Circulation Desk for the convenience of the prospective purchaser. We will take the names and telephone numbers of the prospective purchases and forward them to you at the end of the display.
8. The library director will be responsible for exhibitor's compliance with the above ground rules.

---

(detach here)

**No responsibility can be assumed by the Lindenhurst Memorial Library  
for loss or damage to any work submitted for exhibit.**

---

Signature

---

Date

---

Organization (if any)



One Lee Avenue  
Lindenhurst, NY 11757-5399  
631.957.7755 Imlonline.org