

SMPL DISPLAY CASE APPLICATION

Name: _____

Non-Profit Organization/Group: _____

Month of Display: _____

Call or email to confirm display case availability PRIOR to submitting an application. Thank you!

Brief Description of Exhibit:

Installation Date: (Tuesdays - Thursdays only) _____

☐ Time 1: 8:00am completed by 9:30am (for Case A and L2 cases only)

☐ Time 2: 10:00am completed by 11:30am (for Case S and Library Shop cases only)

Removal Date/Time: (Tuesdays - Thursdays only) _____

☐ Time 1: 8:00am completed by 9:30am (for Case A and L2 cases only)

☐ Time 2: 10:00am completed by 11:30am (for Case S and Library Shop cases only)

*Please call Sara Voss at 805.925.0994 Ext. 2832 or email svoss@cityofsantamaria.org to confirm ALL installation/removal dates and times.

Display Case Requested:

☐ Library Entrance II: If you need plexiglass shelves, how many?
Shelves are approx. 12" x 30" each. (Max. 8 shelves).

☐ Case A (*glass shelving is NOT adjustable*)

☐ Case S (*glass shelving is NOT adjustable*)

☐ NEW! Library Shop Case (*glass shelving is NOT adjustable*)

Contact Person: _____

Telephone: _____

Fax: _____

Email: _____

Please complete, sign and return this form to:

Sara Voss
Graphics Technician
Santa Maria Public Library
421 S. McClelland St.
Santa Maria, CA 93454
Call: 805.925.0994 Ext.2832
svoss@cityofsantamaria.org

Please make sure ALL contact information is current/updated.

The person submitting this form has read and accepted the display case policy, rules for displaying material in the Santa Maria Public Library and agrees to abide by the Library's Covid Rules/Safety Reopening Plan. Every effort will be made by the Santa Maria Public Library to protect your exhibit. However, since the Santa Maria Public Library is open to the public, the Library cannot and will not accept any liability or responsibility of any nature for any theft of, or damage to, any exhibit or any other property of any exhibitor. Accordingly, it is recommended that each exhibitor take strict precautions to prevent any theft, loss, or damage to their exhibit and/or other property.

Name _____ Signature _____ Date: _____

Application Rules

1. Displays are to be installed/removed on the dates stated on this Application Form and prior to the Library opening to the public: Tuesdays - Thursdays, with times varying (see first page). There are no exceptions except by prior arrangement. Please contact the Graphics Technician, Sara Voss, prior to installation to confirm dates and time.

- Please plan ahead to make sure that enough time has been allotted for the installation of your display.
- Use the **FRONT DOORS** only to access the building. The Graphics Technician will make sure she is available to let you in. However, please call upon arrival (if you have access to a cell phone).

2. Display cases are reserved on a *first come, first serve basis*. The Library does not automatically book for a certain display from year to year and there are no guarantees. It is strongly advised that reservations be made at least six months prior to the date you wish to display.

3. Display case reservations are for an entire month only. You may reserve more than one display case a year, but NOT at the same time.

4. *Your display must fill the entire case.* The Library is not responsible for filling left over space on displays. Please note the dimensions of the display case you have reserved and plan accordingly.

5. Removal of the display must be completed by the date and time specified in the application. Alternate arrangements can be made under certain circumstances.

6. *The Library does not provide supplies, transportation, staff assistance, or materials for the display.* Please bring your own push pins or tacks. Nails or screws are NOT permitted.

7. Display cases are to be left in satisfactory condition. All background, paper, push pins, etc. are to be removed.

8. Artists will be **not** be required to pay the Santa Maria Public Library a commission on any sales generated from the display case exhibit. Artists are responsible for their own all sales, fees and taxes. The artist may attach his/her name and a telephone number, but **no sale information may be attached to artwork.**

9. Please contact the Graphics Technician with any questions or assistance with the installation of your display.

Please complete, sign and return this form to:

Sara Voss
Graphics Technician
Santa Maria Public Library
421 S. McClelland St.
Santa Maria, CA 93454
Call: 805.925.0994 Ext. 2832
svoss@cityofsantamaria.org

STAFF USE ONLY:

Application received on:

Initials: