



### Request to Display Exhibits

All exhibits must be approved by the Exhibits Committee before being displayed in the UH Mānoa Library. Preference is given to exhibits that relate to the activities of the University, and that are scholarly in nature. See the checklist below for a list of what must be provided with the exhibit.

Please provide as much information as possible about your exhibit, and please attach photos of the objects to be displayed. You may return this form and photos by e-mail to [waddellm@hawaii.edu](mailto:waddellm@hawaii.edu) or by mail (see below for address). Thank you.

<b>Name:</b>		
<b>Organization:</b>		
<b>Address:</b>		
<b>E-mail:</b>	<b>Phone:</b>	<b>Fax:</b>
<b>Exhibit title or theme:</b>		
<i>Exhibit description (include sizes of objects, proposed layout, and any special space requirements – attach additional sheets if necessary):</i>		
<i>Preferred duration (include specific start and end dates, if known):</i>		
<i>Preferred location in Library (please see <a href="#">Library Exhibits Website</a> for a list of available spaces):</i>		

Waiver: I, the undersigned, understand that the Library will make every reasonable effort to maintain proper security of displayed exhibits, but that the Library will not be responsible for any damage, loss, or theft of objects exhibited. In addition, I have read and understand the [Library's exhibits policy](#), and agree to abide by it fully.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Exhibit Checklist**

### **What the exhibitor must provide:**

- Exhibit installation and dismantling team.
- Art and objects to be displayed.
- All exhibit signage (introductory signs, section headings, individual object labels, etc.).
- Description of the exhibit to be used when announcing the exhibit.
- Photographs of the installed exhibit to be used when announcing the exhibit.
- Any promotion of the exhibit beyond what the library will provide (see below).

### **What the Library will provide:**

- Staff to offer guidance during the installation process.
- Installation supplies to install the art objects and signage (picture wire, hooks, tape, book cradles, etc.).
- Tools for use when installing the exhibit.
- Announcement of the exhibit on the University of Hawai'i's events calendar, the Library's website, and through the Library's social media channels.
- Staff to offer guidance during the dismantling process.

Questions? Please e-mail [library@hawaii.edu](mailto:library@hawaii.edu) or call 808-956-7205.