



**Please indicate how much space will be required and any special needs anticipated:**

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**Display Sponsor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Affiliation:** \_\_\_\_\_

*This person takes responsibility for the display and will be contacted by the library if any unforeseen problems arise.*

**Person Responsible for Setting Up the Display:**  
(leave blank if same as above)

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*This person is responsible for installing the display on time and in accordance with library guidelines.*

**Person Responsible for Maintaining the Display:**  
(leave blank if same as above)

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*This person is responsible for visiting the display periodically and keeping its appearance neat and fresh, replenishing handouts, etc.*

**Person Responsible for Taking Down the Display:**  
(leave blank if same as above)

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*This person is responsible for dismantling the display on the last date of its run and restoring the display space to its original condition.*

## **Guidelines for Display Installation:**

All displays are to be installed in a manner that minimizes wear and tear on library walls, floors, countertops, display cases, bulletin boards, and other display spaces.

Materials may not be affixed to library walls, floors, countertops, display cases, bulletin boards, and other display spaces except by a non-permanent adhesive.

Materials may not extend past the boundaries of the allotted display space.

**Agreement** (to be signed by the Display Sponsor upon the library's acceptance of the display proposal):

The Mookini Library reserves the right to reject any display proposal. Although proposals may be submitted on any topic, priority will be given to proposals that meet the criteria specified at

[http://library.uhh.hawaii.edu/lib\\_services/policies/displays.html](http://library.uhh.hawaii.edu/lib_services/policies/displays.html)

Exhibitors understand that neither the library, the university, nor any related agency is responsible for the materials used in the display, with the exception of library property used in the display.

With the exception of library materials used in the display, exhibitors take full responsibility for the transportation, installation, display, maintenance, and dismantling of all exhibit materials. Failure to do so, and failure to dismantle the display by its end date and reclaim display materials within 10 business days of that date, may result in the disposal of exhibit materials as the library Head of Public Services sees fit.

Exhibitors agree to follow library guidelines for the installation of displays.

Exhibitors agree that their displays will be photographed, and that the photographs will become University property and kept in the digital archives.

**Signed by Display Sponsor  
(upon acceptance of the proposal by the library):**

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**Date:** \_\_\_\_\_