

Please select the preferred location for your exhibit.

Ansley Grove Library
350 Ansley Grove Road
Woodbridge, ON L4L 5C9
Fax: (905) 856-6151

Bathurst Clark Resource Library
900 Clark Avenue West
Thornhill, ON L4J 8C1
Fax: (905) 709-1099

Dufferin Clark Library
1441 Clark Avenue West
Thornhill, ON L4J 7R4
Fax: (905) 660-7202

Kleinburg Library
10341 Islington Avenue North
Kleinburg, ON L0J 1C0
Fax: (905) 893-2736

Maple Library
10190 Keele Street
Maple, ON L6A 1G3
Fax: (905) 832-4971

Pierre Berton Resource Library
4921 Rutherford Road
Woodbridge, ON L4L 1A6
Fax: (905) 856-5902

Woodbridge Library
150 Woodbridge Avenue
Woodbridge, ON L4L 2S7
Fax: (905) 851-2322

Contact any VPL location
by phone at
905-653-READ (7323).

Applicant's Name:	_____		
Address:	_____		
Phone Number:	Daytime: _____	Evening: _____	
Fax Number:	_____		
Email Address:	_____		
Date of Exhibit:	From: _____	To: _____	
Set-up:	Date: _____	Time: _____	am/pm
Removal:	Date: _____	Time: _____	am/pm
Nature of Exhibit:	_____		

Please note that exhibitors may be asked to submit samples of their work before approval.

SPACE REQUIRED	EQUIPMENT REQUIRED
Display Window: <i>(not available at all libraries)</i> _____	Number of tables: _____
Art Exhibit Wall: <i>(not available at all libraries)</i> _____	Number of chairs: _____
Meeting Room: _____	Other: _____
Public Service Area: _____	_____

I have read and agree to Vaughan Public Libraries' Terms for displaying an exhibit (see below):

Applicant's Signature _____	Date: _____
Staff Initials: _____	
Approved: _____ <i>(Library Co-ordinator's Signature)</i>	Date: _____

Please submit your completed application to the selected location by fax, mail, in person,
or via email vpl.admin@vaughan.ca

Disclaimer for Display/Exhibit of Materials

This form is to be completed by any individual, group or organization leaving materials in a library building for the purposes of an exhibit or display.

Library: _____

Applicant Name: _____

Phone Number: _____

Email Address: _____

I / We _____ hereby release the Vaughan Public Library
(Name)

Board and the City of Vaughan of any responsibility for materials left in the

_____ building for the purpose of display or in conjunction
(Name of Library)

with a meeting held in the building.

Signature

Date

Exhibit Policies & Guidelines

Use of Buildings

- Vaughan Public Libraries allows for the use of buildings by individuals, groups, organizations, and businesses whose conduct supports the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.
- Permission to use Vaughan Public Libraries' facilities does not imply any endorsement of the aims, policies or activities of any group or individual.
- Library facilities are available to all members of the public provided that they conduct themselves in a reasonable manner, as stated and posted in the Rules of Conduct.
- Selling and soliciting by the public shall not be permitted in the libraries, on library property, or at Library sponsored events without the permission of the Board. Application for permission to sell or solicit on library premises must be made in writing to the Board.
- If granted permission by the Board, the participating organization shall provide staffing for all hours of operation, all necessary equipment, supplies and monetary change and set-up in consultation with the Library Co-ordinator/ Manager.

Exhibits

- Exhibits specifically designed to promote commercial enterprises are prohibited.
- Charges will not be levied by exhibitors.
- Vaughan Public Libraries will not act as agents for exhibitors but may display exhibitor's name and telephone number for prospective purchasers.
- Exhibits in the foyers and public service areas of the libraries will be open to general viewing during regular library hours.
- All wall artwork exhibited must be framed and is the responsibility of the artist/owner
- Exhibits can be displayed in locked display cases if such are available
- The artist/owner is responsible for providing appropriate stands/props if required
- Exhibit recognition and contact information must accompany the exhibit and are the responsibility of the artist/owner. This information must be contained to maximum of one page 8.5"x11" or smaller.
- Promotional flyers and/or information accompanying the exhibit will not be permitted.
- Use of tape, pushpins or any other adhesives in exhibit areas is not permitted.
- Artwork not meeting the above listed criteria will not be exhibited.

Conditions of Use

- Vaughan Public Libraries assume no responsibility for loss, theft or damage to exhibits while on library premises.
- Exhibitors will be responsible for the arrangement and removal of their exhibits at times to be arranged with the Library Co-ordinator/ Manager.
- Exhibitors will be held responsible for any damage caused by the display of their exhibits.
- Exhibitors will assume all insurance coverage and supply any necessary supervision for their exhibits.