

Exhibition Proposal

INFORMATION ABOUT EXHIBITION <i>(Please fill up all fields)</i>			
Name of requestor (e.g., student organisation / department / organisation name)		Contact No(s).	
Name of Contact Person(s)		Email (s):	
Exhibition Title			
Brief description of exhibition			
Proposed period for exhibition	_____ <i>(start date)</i> to _____ <i>(end date)</i>		
Space of choice	<input type="checkbox"/> Main exhibition space (Level 2)		
LOGISTICAL REQUIREMENTS <i>(Please fill up all fields)</i>			
Please indicate as far as possible, what items are required (subject to availability):	Item	Quantity	
	Easels		
	Book stands		
	Poster stands		
	Display panels		
	Others (please specify)		

Terms & Conditions

- 1) Proposals should be submitted at least 1 month prior to exhibition start date.
- 2) Exhibitors are responsible for installing and removing their exhibition.
- 3) The Library will not be liable for any items that go missing or damaged during the exhibition period.
- 4) All items loaned from the Library must be returned in their original condition. Exhibitors are liable for any items that are returned in unfavourable conditions.
- 5) The Library does not provide storage spaces for exhibitor's items.
- 6) The Library lists its exhibitions on its publicity platforms. The Exhibitors must therefore provide a brief write up and photograph(s) for publicity purposes within 2 days from the start of the exhibition.

The exhibitor hereby:

- (a) Acknowledges that the requestor has read the Terms and Conditions governing the use of the Library's exhibition spaces, and
- (b) Confirms the requestor's acceptance of and agreement to abide by and be bound by all the Terms and Conditions outlined above.

Name & Signature of exhibitor

Date