Exhibition Proposal

INFORMATION ABOUT EXHIBITION (Please fill up all fields)

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 | __________ (start date) to __________ (end date)

Space of choice | Main exhibition space (Level 2)

LOGISTICAL REQUIREMENTS (Please fill up all fields)

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easels</td>
<td></td>
</tr>
<tr>
<td>Book stands</td>
<td></td>
</tr>
<tr>
<td>Poster stands</td>
<td></td>
</tr>
<tr>
<td>Display panels</td>
<td></td>
</tr>
<tr>
<td>Others (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

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