

## EXHIBIT PROPOSAL

Title of Proposed Exhibit		Proposed Date(s) for Installation Date:
Proposed Location for exhibit.		
University Sponsor / Sponsoring Organization		Time:
Name of Exhibitor (First) (M.I.) (Last)		Proposed Dates for Exhibit
Address (Street, City, State, Zip)		From:
Email		To:
Phone	Fax	De-installation Date:
Time:		

Please explain the purpose and goal of the exhibit, and how it's relevant to an academic library

Briefly describe scope, content, and include types of materials/format. Describe any special needs for display, delivery, or installation. (Special requests for library assistance must be approved in advance of proposal.)

Please list any associated events (opening reception, lecture, etc.) and/or promotional activities including website link(s) if available. Please provide some images of exhibit content.

<b>IMPORTANT INFORMATION</b>	<b>SUBMIT EXHIBIT FORM</b>
<ul style="list-style-type: none"> <li>UMKC Libraries cannot provide security for the exhibit at any time.</li> <li>UMKC Libraries accept no responsibility for damage to the exhibit nor theft at any time while in the library or while being shipped to or from UMKC Libraries.</li> </ul>	<p>Send completed and signed proposal to UMKC Libraries administrative office, 800 E. 51<sup>st</sup> Street. MNL212, KCMO 64110 or email your completed PDF to <a href="mailto:umkcula@umkc.edu">umkcula@umkc.edu</a>. Please retain a copy for your records.</p>

**PROPOSAL SUBMITTED BY**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**THIS SECTION FOR LIBRARY USE ONLY**

Approval by Authorized Library Representative

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_