

Exhibitor Checklist
For
Exhibit Preparation at the M G Parker Library in Dracut

∞

∞*This serves as a planning tool and guideline for exhibitors* ∞

1. Contact the library concerning your exhibit and meet with the appropriate party to discuss the exhibit. *Date completed or submitted*_____
2. Complete and submit an application. *Date completed or submitted*_____
3. Submission of exhibit summary. *Date completed or submitted*_____
4. Submission of work for review (if required) *Date completed or submitted*_____
5. Signed version of the *release and indemnification agreement* between the exhibitor and the Town of Dracut. *Date completed or submitted*_____
6. Submission of brochure, photos, text etc concerning the promotion of the exhibit at least 5 weeks prior to the exhibit installation. *Date completed or submitted*_____
7. A valid certificate of insurance received by the Library at least 2 weeks prior to the exhibit installation. (If private insurance is to be utilized.) *Date completed or submitted*_____
8. A list of all personnel associated with the exhibit at least 2 weeks prior to the exhibit installation. *Date completed or submitted*_____