



UH Mānoa Library Exhibit Application Form

All exhibits must relate to the library’s services and/or collections. Priority will be given to exhibits that also support UH Mānoa’s goal of becoming a Native Hawaiian Place of Learning. Commercial use of the library is not permitted, including sale of items on display.

Please provide as much information as possible about your exhibit, and please attach photos of the objects to be displayed. You may return this form and photos by email to Dawn Sueoka (sueokad@hawaii.edu), Lynette Teruya (lynettet@hawaii.edu), and Margaret Joyce (mjoyce4@hawaii.edu), or by mail (see below for address). Mahalo.

Name:	
Organization:	
Address:	
E-mail:	Phone:
Exhibit title or theme:	
Exhibit description (include sizes of objects, proposed layout, and any special space requirements – attach additional sheets if necessary):	
Exhibit’s connection to library services and/or collections:	
Exhibit’s connection to UH Mānoa’s goal of becoming a Native Hawaiian Place of Learning:	
Desired dates (exhibits must be 3-5 months in duration):	
Preferred location in Library (please see 1st floor plan for location of Bridge Gallery, Elevator Gallery and Lobby Gallery):	



What the exhibitor must provide:

- Exhibit installation and deinstallation team. Exhibits must be installed Monday through Friday, between 9 am and 5 pm, excluding holidays.
- Art and objects to be displayed. Please note that exhibitors are expected to bring art and objects in on the scheduled installation day. The library will not store exhibit items or accept shipped items from exhibitors.
- All exhibit signage (introductory signs, section headings, individual object labels, etc.).
- Description of the exhibit to be used when announcing the exhibit.
- Photographs of the installed exhibit to be used when announcing the exhibit.
- Any promotion of the exhibit beyond what the library will provide (see below).

What the Library will provide:

- Staff to offer guidance during the installation and deinstallation process.
- Basic installation supplies to install the art objects and signage (picture wire, hooks, tape, book cradles, etc.).
- Tools for use when installing the exhibit.
- Announcement of the exhibit on the University of Hawai'i's events calendar, the Library's website, and through the Library's social media channels.

Questions? Please email library@hawaii.edu or call 808-956-7205.

Waiver: I, the undersigned, understand that the Library will make every reasonable effort to maintain proper security of displayed exhibits, but that the Library will not be responsible for any damage, loss, or theft of objects exhibited. In addition, I have read and understand the [Library's exhibits policy](#), and the terms listed above, and agree to abide by them fully.

Applicant signature: _____ Date _____

Approved by: _____ Date _____