



Community Exhibit Case Application

Name OR Organization _____

Person in Charge of Exhibit _____

EPL Card # _____ Phone Number _____

Address: _____

email address _____

Description of exhibit (multiple 3D items required for approval of exhibit application) _____

Preferred Exhibit Month and Year (leave blank if no preference)

1) _____ 2) _____ 3) _____

Exhibit Case Rules

1. Exhibits will be accepted from individuals or non-for-profit groups only.
2. Elmhurst residents and organizations have first priority.
3. Exhibits are generally set up on the first business day of the month and taken out the last business day of the month. The Public Information Coordinator will contact you at least one month prior to your confirmed month to set up a specific day and time to set up your display.
4. To be in this high-traffic area, exhibits must be attractive, of general interest to the community, and **include 3-dimensional items of appropriate size**. See elmlib.org/display for examples.
5. The exhibit case has a lock, however, the Library is not responsible for lost or damaged items.
6. The Library reserves the right to take down the exhibit if necessary.
7. No individual or group may exhibit more than once in a 24-month period.
8. Applicants will be notified no later than four (4) months prior to the first requested exhibit date whether or not the application is approved. **The exhibit case is not booked until confirmed by the Library.**

I have read and understood the above rules.

Signature: _____ Today's Date: _____

Staff Use Only Approved: Yes / No Month: _____ Year: _____ date contacted: _____

Examples of Good Exhibits

If you have any questions or need help in designing an exhibit, call the Public Information Coordinator at 630-279-8696.

While the exhibit should consist **primarily of 3-D items** (such as the figurines, records, and other paraphernalia in the exhibit at right) posters can help to support the exhibit's topic. Posters should have a large typeface so people can easily read from five feet away.



Note how both exhibits are well-balanced, colorful, and eye-catching. Exhibits need to be planned well in advance. Take your inspiration from exhibits you see in museums and department store windows.

Each exhibit should have a title or theme poster. If necessary, the Public Information Coordinator can print your design for the cost of \$1 per one 11x17 sheet.

Exhibit items must be of appropriate size and **fill the case**. This item is sitting on one of three glass shelves. Shelves can be removed or adjusted in order to fit large and/or irregularly shaped objects.



Case Measurements

Width.....5.5 feet
Height.....5 feet
Depth.....1.75 feet

The case also has:

- an electrical outlet
- a lock
- a tackable back wall
- a plastic grid ceiling to hang light items
- up to four adjustable glass shelves
- Width-31 inches Depth-15 inches