

Elmhurst Public Library

Community Exhibit Case Application

For more information and pictures of past exhibits,
visit http://www.elmhurstpubliclibrary.org/About_the_Library/DisplaysandBulletinBoards.php

Name OR Organization: _____

Person in Charge of Exhibit: _____

Address: _____

Phone Number: _____ E-Mail address: _____

Description of exhibit (include theme and items to be included in the exhibit case).

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 must be set up on the first of the month and must be taken out by the last day of the month. Please call ahead to arrange for the Public Information Coordinator to open the case.
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**. Please see the back of this form or our web site 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 requested exhibit date whether or not their application has been approved.**

☐ I have read and understood the above rules.

Signature: _____

Today's Date: _____

Staff Use Only

Approved: Yes / No

Exhibit: _____
month year

Examples of Good Exhibits

The following are 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 cars, road signs 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 read from five feet away.

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

Each exhibit should have a title or theme poster. The Public Information Coordinator can help create one if necessary (Call 630-279-8696)

Exhibit items need to 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.

Exhibit Case Measurements

Width 5.5 feet

Height 5 feet

Depth 1.75 feet (21 inches)

The case also has:

- an electrical outlet
- a maximum of 3 adjustable glass shelves
- Width—31 inches Depth—15 inches**
- tackable back wall
- a plastic grid at the top to hang light items
- a lock



the
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