

## **Exhibit Policy**

### *Eureka Township*

#### **Exhibition Purpose:**

The purpose of the Exhibit Policy is to provide a means for Township residents to display their artwork, photography, etc. while providing an appealing décor to the Town Hall.

#### **Policy:**

##### Exhibit Coordinator

- Exhibits in the Town Hall must be managed by an appointed position, a Supervisor, or the Clerk in the absence of an appointed coordinator. Appointments shall be made during the township re-organization meeting.
- It is the sole responsibility of the appointed Exhibit Coordinator, or Clerk, in the absence of a Coordinator, to implement a procedure and coordinate installation and decommissioning of exhibits.
- Exhibit procedure shall be administered in a way that does not cause additional responsibility of the Township Clerk and display work shall be completed during regular office hours.
- Exhibit Coordinator is responsible for publicizing exhibition availability including regular monthly exhibits and any special exhibits that may be scheduled.
- A monthly report must be submitted prior to each monthly Town Board meeting indicating current exhibits and scheduled exhibits
- Any funds required to support exhibition must be approved by the Town Board prior to spending and paid by the Town Clerk. All monetary contributions must be recorded, given to the Town Clerk and indicated on the monthly exhibit report provided to the Town Board.

##### Contract

- All exhibits must be accompanied by a signed contract which RELEASE AND DISCHARGE the Board of Supervisors of Eureka Township and its employees, agents and licensees from any and all liability of every kind and nature howsoever created or determined from any loss or damage, in whole or part, incurred to the property of Exhibitor or Group Exhibitor while being delivered to Eureka Township for exhibition, setting the exhibition up for display, for the period it remains at the site for display and while being dismantled and returned following the exhibition dates.

##### Exhibit Content

- Exhibits must be that of Township citizen(s) who reside in Eureka Township.

- All exhibits must be non-offensive and must be appropriate for general public display. Exhibits must be of a visual nature and may not include, but not limited to, advertising, political signs, etc.
- Any exhibit that is found for any reason to be offensive, distasteful or not appropriate for public display can be prohibited and/or removed from display upon notification in writing from any tow Township Supervisors to the Exhibit Coordinator or by majority vote of the Board.

#### Exhibit Policies:

- Exhibits are presented by Eureka Township.
- Decisions about whether or not to schedule an exhibit and what will be included are the responsibility of an appointed “exhibit coordinator” or the Eureka Town Board.
- The exhibit coordinator or others designated by the exhibit coordinator installs exhibits. Exhibitors may assist in installation.
- All items in an exhibit must be delivered to the exhibit coordinator or Township Clerk by noon on the installation date specified in this contract. Any exceptions must be approved in advance by the exhibit coordinator or Township Clerk.
- Information for labels must be delivered to the exhibit coordinator or Township Clerk by the date specified in this contract. In general, all items in an exhibit must have labels. Labels must meet standards t by the exhibit coordinator or the Eureka Town Board, and unless specifically stated in this contract, exhibitor will prepare labels.
- All items must remain in exhibits from the Installation Date until the Township closes on the closing date specified in this contract. Items cannot be removed from the exhibit before the take down date.
- In group exhibits, the Representative of Group Exhibitor who signs this contract is responsible for ensuring that each member of the group who has works included in the exhibit has read a copy of this contract and agrees to the terms of the contract.

#### Special Exhibits

- Special exhibits as coordinated by the Exhibit Coordinator may be done from time to time for special events or occasions.
- A contest for best exhibit may be conducted. Any monetary awards must be approved prior to the special exhibit by the Town Board.