



# The Prince George Public Library

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## Terms and Conditions Governing Displays, Exhibits and Information Tables

### 1. Exhibitors

- a. Exhibitors agree to mount and remove their display within the contract period agreed to, and within library open hours.
- b. Items must be mounted using library hardware. Application of paint, lacquer, tape, staples, adhesive, or other coatings to the surfaces of the facility is prohibited.
- c. An exhibitor's contact information may be displayed if the exhibitor wishes to be contacted by the members of the public about their display.

### 2. Information Table hosts

- a. Library staff will determine the location of an information table based on the availability of floor space
- b. Hosts agree to staff the information table during the contract period
- c. Hosts are welcome to interact with those library users who approach the table for information.

All Exhibitors and Information table hosts must comply with the following Displays and Exhibits policy from the Library Policy Manual:

### **3.9 DISPLAYS AND EXHIBITS**

Displays and exhibits are intended to put forth public information, showcase local talent and raise community awareness. Displays and exhibits are not a basic Library service.

3.9.1 Display and Exhibits reservations can be made by contacting a Library staff representative and completing the application form.

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3.9.2 Library displays and exhibits have priority over other displays and exhibits. The Library reserves the right to cancel reservations. The rental of display or exhibit space in the Library does not imply endorsement of the exhibitor's beliefs or activities.

3.9.3 The Prince George Public Library and all employees, volunteers and Board members of the aforementioned shall not be responsible for any losses or damages that may occur to the exhibitor, or the exhibitor's employees or property, from any cause whatsoever, prior to, during, or subsequent to the period covered by the display contract.

3.9.4 The exhibitor is responsible to carry appropriate insurance with respect to possible damage or loss and public liability against injury to the person or property of others.

3.9.5 The Prince George Public Library accepts displays that give a variety of medium and theme. The Library has the sole discretion as to what is displayed and reserves the right to reject or cancel a display/exhibit at any time. Displays or public presentations that contravene applicable Federal, Provincial or Municipal law will not be accepted.

3.9.6 The exhibitor is liable for any damage they cause to the facility.

3.9.7 The exhibitor will comply with the Building, Fire and Safety regulations of the facility.

3.9.8 The exhibitor will not assign, sublet or apportion display/exhibit space.

All those who use the library space must comply with the Library Code of Conduct available at [http://www.pgpl.ca/sites/default/files/documents/code\\_of\\_conduct.pdf](http://www.pgpl.ca/sites/default/files/documents/code_of_conduct.pdf)

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