

UBC ASIAN LIBRARY: Art and Cultural Exhibit Booking Request

Contact Information

Title: Mr. Ms. Mrs. Miss Name (first, last): _____

Name of Organization (if applicable): _____

Address: _____

Phone: _____ Email: _____

Exhibit Details

Space requested (check all that apply): small case (foyer) large case (foyer) library cases (upper floor)

Dates requested (including set up and take down): _____, 20____ to _____, 20____

Title of the Exhibit: _____

Exhibit description: _____

Any special requests: _____

Any activities/events to be held in conjunction with this exhibit: Yes No

If yes, please provide details (including event date): _____

Terms and Conditions

Please email the completed form to asian.library@ubc.ca. Your request is NOT confirmed until you have received an email indicating that your exhibit has been booked. Allow up to 5 business days for a response to your request.

The Asian Library is not responsible for contents, loss, or damage and does not have storage capacity. Installation and take-down is up to the organizer(s). The Library will not be responsible for the security of exhibits at any time, including during transport, installation, or dismantling. The Library does not participate in commercial sales. No prices will be displayed with items. With permission we will make the exhibitor's name and contact information available to the public. Exhibitors are responsible for all costs associated with the exhibit. Exhibitors are responsible for publicity beyond that provided by UBC Library and the Asian Centre.