Laramie County Library System/Exhibitor Memorandum of Understanding

This Memorandum of Understanding (MOU) is made between the Laramie County Library System (LCLS) and ______________________________ (EXHIBITOR) in which the exhibitor agrees to the following for presentation of their items in the Laramie County Library in Cheyenne.

Exhibit Title:_________________________________________________________________

Exhibit Dates:_________________________________________________________________

Reception Date and Time: ______________________________________________________

The Exhibitor is responsible for:

1. Shipping/delivery of items directly to the library by (DATE) and pick up of items (to be arranged with Community & Media Relations)
2. Having all items framed (2-D) and ready for display. Identify or tag each item with exhibitor’s name and title of piece (specifically for artwork).
3. Providing complete list of items to be displayed (preferably with thumbnail images) and insurance values.
4. If scheduled, attending reception and delivering 20 minute talk with additional time for questions from the public.
5. Providing contact information that can be distributed to persons interested in purchasing an item (if items are for sale).
6. Adhering to all LCLS meeting room guidelines.
7. The Exhibitor by signature below acknowledges that LCLS does not and cannot accept responsibility for loss or damage to any item provided to LCLS for presentation. The Exhibitor acknowledges and accepts that the LCLS environment is open to the public and the Exhibitor recognizes that loss, damage or destruction of any item presented may occur. By signature below, the Exhibitor fully releases and discharges LCLS, its officials, their employees and agents from all actions, causes of action, demands, rights, damages or claims for all known or unknown personal injuries, property damage, loss, expenses, compensations or consequences whatsoever, which accrue on account of the possession, referral of potential buyer, presentation, handling, storage or any other event or casualty involving any item subject to or placed in the possession or control of LCLS, pursuant to this MOU.

LCLS is responsible for:

1. Determining appropriate publicity.
2. Signage to identify exhibitor and items on exhibit.

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LCLS does not waive its Governmental/Sovereign Immunity, as provided by any applicable law including W.S. 1-39-101 et seq., by entering into this MOU. Further, LCLS fully retains all immunities and defenses provided by law with regard to any action, whether in tort, contract or any other theory of law, based on this MOU.

By signature below and to the fullest extent permitted by law, Exhibitor agrees to indemnify and hold harmless LCLS, its officials, employees and volunteers from any and all liability for injuries, damages, claims, penalties, actions, demands or expenses arising from or in connection with the possession or presentation of items pursuant to this MOU.

The parties to this MOU do not intend to create in any other individual or entity the status of third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to the MOU, and shall inure solely to the benefit of the parties to this MOU.

**LCLS has limited security and therefore does not guarantee the security of exhibition items.**

Exhibitor’s Signature _______________________________ Date __________

Address ___________________________________________ Phone/email ______________

LCLS Representative _______________________________ Date __________