

Community Exhibit Application
For City of Hamilton's City Hall

Please Print/Type			
Date:			
Name:			
Agency/Group:			
Address:			
Phone:		Cell:	
E-mail Address:			
Date of display request, Start Date:		End Date:	
Area of space requesting:			
Mission & Vision Statement (add attached pages, if necessary):			
A written statement outlining the proposed exhibit and content.			
Explain the purpose of the exhibit.			
A description of your anticipated audience.			
Describe proposed exhibit content, equipment being used, eg. size of plaques, easels, and signs. All equipment must be provided by the applicant and are subject to approval. All signs must adhere to the Clear and Large Print Guidelines (add attached pages, if necessary):			

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Insurance Information:	
Signature:	

For Office Use Only

Check List, to ensure that all requested information is provided.

Submitted	Requested Information
	Name.
	Group/Agency information.
	Contact information.
	Cover letter, including all contact information for the organization or, in the case of a collaborative, the names of the exhibiting organizations and primary contact information.
	Date of display requested.
	Area of space requesting.
	Mission & Vision Statement.
	Proposed exhibit content.
	Purpose of the exhibit.
	Description of anticipated audience.
	Equipment being used.
	Insurance information.
	Signature.

Approval Process			
Date approved:			
Date of display approved:	Start:		Finish:
Area of display approved:			
Applicant notified:			
Approved by:			

Due to the volume of community requests for exhibit space, we cannot always guarantee your requested date and location. Depending on availability, we will do our best to accommodate everyone.

Please return this application to: E mail: diversity@hamilton.ca
Fax: (905) 546-2062

Mail: Human Rights, Diversity and Inclusion
120 King Street West, 9th Floor
Hamilton, ON L8P 4V2