



Display Case Guidelines

- Displays should be planned in advance and all necessary equipment brought for the set-up.
- A representative from your organization should be prepared to setup the display as well as remove the display on the assigned dates.
- The City is not responsible for possible damage or theft of any item displayed in a case and discourages the use of items that are of any significant value.
- The City is not responsible for damage to items as a result of variations in temperature or humidity. The Outdoor Display case is not equipped with temperature or humidity controls.
- All items placed in the display case are done so at the owner's risk.
- Display cases are to be setup on the Monday between 12 noon and 4:00 p.m. and removed before 12 noon the following Monday.
- The display case key is available at the Information Desk and must be returned immediately upon completion of the display set-up and take down. Please do not remove keys from City Hall.
- The City retains the right to refuse permission to display any information that the City deems controversial, immoral or not reputable. No material of a political nature shall be displayed.
- The City retains the right to remove any display, which in its opinion, does not meet appropriate standards of quality.