National Aeronautics and Space Administration

Exhibit Application

EVENT

NAME OF EVENT		LOCATION OF EVENT *(Include building name and street address)*
DATE(S) OF EVENT	EXHIBIT HOURS	
FROM: TO:	FROM: TO:	

SPONSOR

SPONSOR *(Include name and complete address including ZIP)*	SPONSOR IS *(Check only one)*: ☐ CIVIC ☐ EDUCATIONAL ☐ INDUSTRIAL ☐ PROFESSIONAL OR TECHNICAL ☐ COMMERCIAL ☐ GOVERNMENT ☐ OTHER _____
CONTACT *(Person authorized to complete negotiations AND be the sole contact with NASA. Include name and complete address including ZIP.)*	PUBLIC RELATIONS CONTACT *(Person arranging for publicity for this event if different from CONTACT. Include name and complete address.)*

WORK PHONE *(Include area code)*	HOME PHONE *(Include area code)*	WORK PHONE *(Include area code)*	HOME PHONE *(Include area code)*

SHIPPING DATA

SHIP TO *(Include building, street address, city, state, and ZIP)*:	SHIP VIA:	
	DELIVER EXHIBIT(S) BY	EXHIBIT(S) TO BE RETURNED
	EARLIEST DATE: LATEST DATE:	SHIP DATE: DELIVERY DATE:
	SETUP EXHIBIT BY *(Date)*:	REMOVE EXHIBIT BY *(Date and Time)*:

EXHIBIT DATA

TOTAL EXPECTED ATTENDANCE	ATTENDANCE AT SIMILAR EVENT	POPULATION OF CITY/TOWN

WHAT OTHER SPACE-RELATED EXHIBITS ARE COMMITTED? *(Include the type of exhibit committed by industry, government or other sources)*

ADMISSION TO BE CHARGED? *

☐ NO ☐ YES AMOUNT _____ PROCEEDS TO GO TO: _____

WILL EXHIBIT EXCEED 20% OF TOTAL SPACE? ☐ YES ☐ NO

** A separate admission charge may not be made to view the NASA exhibit, nor can any admission increase be effected because of the addition of NASA exhibits. Where a GENERAL admission charge is made and the NASA exhibit exceeds 20% of the entire exposition, additional information concerning the total event's budget and distribution of proceeds will be required before NASA can accept an invitation to participate.*

WILL THERE BE REGULARLY SCHEDULED, FULL-TIME GUARDS OR SECURITY PROTECTION FOR THE GOVERNMENT EXHIBIT? *(If NO, indicate the alternate precautions that will be taken)* ☐ YES ☐ NO

DOES THE SPONSOR CARRY PROPERTY INSURANCE THAT WILL PROTECT GOVERNMENT EXHIBITS AGAINST ANY LOSS OR DAMAGE WHILE IN ITS CUSTODY?

☐ YES *(State the amount of coverage and name of insurance company)* _____

☐ NO *(If NO, answer the following:)*

DOES THE SPONSOR AGREE TO OBTAIN SUCH INSURANCE IN SUFFICIENT AMOUNTS AS THE GOVERNMENT MAY REQUIRE? ☐ YES ☐ NO

DOES THE SPONSOR AGREE TO PAY TRAVEL AND OVERTIME EXPENSES INCURRED BY NASA EXHIBITS SPECIALIST(S) FOR SETUP, DISMANTLING, AND STAFFING OF THE EXHIBIT IF REQUIRED? ☐ YES ☐ NO

SEND A SCALE DRAWING, INCLUDING DIMENSIONS, OF THE DISPLAY AREA THAT NASA EXHIBITS WILL OCCUPY SPECIFYING:

Width, depth, and ceiling *(maximum and minimum height)*

Floor obstructions *(dimensions between pillars, etc.)*

Size of door openings/freight elevators or other structures through which the exhibits must be moved

Type of electrical voltage available ☐ 110V ☐ 220V TOTAL KILOWATTS: _____

ADDITIONAL REMARKS

SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE	DATE

IMPORTANT
THESE REQUIREMENTS MUST BE READ.
They are a part of the Exhibit Application.
After completion, this page must be attached to the copy retained by the Sponsor.

REQUIREMENTS

1. All questions on the, Exhibit Application should be completed. If a question is not applicable, the response should state that fact.

2. NASA exhibits are available for professional, trade, civic, educational, or public service events. Use of NASA exhibits must give no unfair commercial advantage. This criterion normally rules out individual businesses and advertising uses, but not events that public relations firms organize for public service or educational sponsors.

3. There must be no admission fee charged for a NASA exhibit. Although a NASA exhibit may be part of a larger exposition which charges an admission fee, such as a state fair, it may not be the major attraction of such an event.

4. NASA exhibit requests for fund raising events benefiting a single organization or events sponsored by religious or political groups, are normally not approved.

5. The sponsor assumes all shipping expenses to and from the place of exhibition.

6. The sponsor shall provide suitable labor to unload, uncrate, set-up and take-down, crate and load aboard the common carrier. All other expenses including property insurance, adequate indoor storage of empty crates, daily exhibit maintenance, utility hookup, shall be borne by the sponsoring organization.

7. Title to the NASA exhibit furnished by the Government shall remain in the Government. The sponsor shall maintain adequate property control records of the Government-furnished exhibit in accordance with sound business practice.

8. During the period the NASA exhibit is in the custody of the sponsor, the sponsor will pay expenses relating to its operation, including maintenance and repair. During this period the sponsor assumes the risk of, and is responsible for, any loss of, or damage to, the exhibit except for reasonable wear and tear. (The sponsor will contact NASA before effecting any repairs.)

9. The sponsor assumes responsibility for any liability, damages or injuries to persons or property arising out of or in any way connected with the sponsor's possession or use of the exhibit(s), and shall hold the Government harmless against any claims arising hereunder.

10. Federal law prohibits any member of, or delegate to the U.S. Congress, or Resident Commissioner, from sharing in or benefiting from this agreement.

11. When necessary, and at the expense of the sponsor, NASA will provide an Exhibits Specialist to supervise the uncrating, set-up and take-down of complex exhibits. The sponsor will be notified when it is necessary for an Exhibits Specialist to be on-site.

12. Compliance with the Civil Rights Act of 1964, as amended, will be required as it applies.

13. The sponsor may be required to carry insurance covering loss or damage to the exhibit(s), persons or property. The requirement of insurance and the minimum amount (if specified) will be shown in the Exhibit Loan Agreement. Insurance is required for exhibits loaned to state, county, municipal, and city entities, including organizations such as educational institutions established by those entities.

14. All exhibits shall be displayed indoors unless written exception is given. The specific location of exhibits will be agreed upon by the sponsor and NASA before the loan agreement is approved. Once finalized, approval must be granted by NASA before the exhibit can be moved to another location.

15. The sponsor shall not assign to another person or entity this agreement or any part of the rights under this agreement, except as otherwise agreed to by the United States in writing.