National Aeronautics and
Space Administration
**Lyndon B. Johnson Space Center**
2101 NASA Parkway
Houston, Texas 77058-3696

# NASA EXHIBITS APPLICATION

Complete all information on this form, print and submit by fax to addressee below:

REPLY TO: Exhibits Manager
Mail Code AD9
2101 NASA Parkway
Houston, TX 77058-3696
Fax: 281-483-3741

NAME OF EVENT _____

EVENT START DATE _____ EVENT END DATE _____

LOCATION OF EVENT (including building name and street address)

Location _____

Building _____

Street Address _____

City _____ State 1 _____ Country US _____ ZIP _____

## CONTACTS

SPONSOR (including name and complete address, including ZIP)

Name _____

Street Address _____

Street Address _____

City _____ State 1 _____ Country US _____ ZIP _____

SPONSOR IS (check only one)

◯ Educational ◯ Industrial ◯ Professional / Technical ◯ Government ◯ Commercial

◯ Other _____

CONTACT (Person authorized to complete negotiations AND be the sole contact with NASA. Include name and complete address, including ZIP.)

Name _____

Street Address _____

Street Address _____

City _____ State 1 _____ Country US _____ ZIP _____

Work Phone _____ Home Phone _____

Cell Phone _____ Fax Number _____

E-mail Address _____

PUBLIC RELATIONS CONTACT (Person arranging for publicity for this event, if different from CONTACT. Include name and complete address.)

Name _____

Street Address _____

Street Address _____

City _____ State 1 _____ Country US _____ ZIP _____

Work Phone _____ Home Phone _____

Cell Phone _____ Fax Number _____

E-mail Address _____

## SHIPPING INFORMATION

SHIP TO (Include building, street address, city, state and ZIP code. *NO P.O. BOX)*

Name _____

Building _____

Street Address _____

City _____ State 1 _____ Country US _____ ZIP _____

SHIP VIA (check only one) ◯ Surface ◯ Air

SPECIFIC CARRIER (Include account number)

Carrier Name _____

Account Number _____

DELIVERY Earliest Date _____ Latest Date _____

RETURN Ship Date _____ Delivery Date _____

INSTALLATION Date _____ Time _____ ◯ AM ◯ PM

REMOVAL Date _____ Time _____ ◯ AM ◯ PM

If necessary, does the sponsor agree to pay travel and overtime expenses incurred by NASA Exhibits Specialists for set-up, dismantling, and staffing of the exhibit?

◯ Yes ◯ No

## EVENT INFORMATION

Expected attendance _____

Attendance at similar event _____

Population of City/Town _____

Admission to be charged? ◯ No ◯ Yes

If yes, amount: $ _____

Proceeds go to: _____

What other space-related exhibits are committed? Indicate the type of exhibit committed by industry, government, or other sources.

Will exhibit exceed 20% of total space? ◯ No ◯ Yes

A separate admission charge may not be made to view the NASA exhibit(s), nor can any admission increase be effected because of the addition of the NASA exhibit(s). Where a GENERAL admission charge is made and the NASA exhibit(s) 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.

## SECURITY AND INSURANCE COVERAGE

Will there be regularly scheduled, full-time guards or security protection for the government exhibit? ◯ Yes ◯ No

If no, indicate the alternate precautions that will be taken.

Does the sponsor carry property insurance that will protect government exhibits against any loss or damage while in its custody?

◯ Yes ◯ No

If no, does the sponsor agree to obtain such insurance in sufficient amounts as the government may require?

◯ Yes ◯ No

## REQUESTED EXHIBITS

List exhibits requested here (no more than six)

NOTE: Sponsor should be aware of any electrical requirements to display NASA exhibits. Some exhibits require U.S. standard 110v power.

Sponsor should be aware of crate dimensions and weights, and will be able to accept exhibits in crates into specified display areas.

# TERMS AND CONDITIONS

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

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.

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

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

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

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.

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.

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.)

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.

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

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.

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

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.

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.

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.

☐ I agree to all of the terms and conditions outlined above.

By including my signature below, I am indicating that I have read, understand and will abide by these terms and conditions.

I understand that this page is part of the Exhibit Application and must be included for my application to be complete.

_____ _____

Signature of Organization's Authorized Representative Date