



Display Reservation Application*

Please fill out this form completely-All information is required
You must submit your reservation request at least 14 days prior to your event!

NAME: _____

MEMBER #: _____

EMAIL: _____

CELL PHONE: _____

EVENT DATE(s): _____

DATE DISPLAY NEEDS TO ARRIVE: _____

EVENT SIZE (please check one): ___under 100, ___100-500, ___500-1,000, ___1000 & over

EVENT AUDIENCE: ___ Photographers. ___ Hospitals, ___ Families, ___ Other (Describe)

EVENT DISCRPTION/SUMMARY:

DISPLAY TYPE REQUESTING (Select One):

___ Large Display (for events OVER 500 people)

___ Table Display

MATERIALS REQUESTED:

___ Brochures (up to 100 for large displays & 50 for table displays)

___ AMOUNT YOU ARE REQUESTING

___ Recruitment Cards (up to 100 for large displays & 50 for table displays)

___ AMOUNT YOU ARE REQUESTING

ADDRESS TO SHIP THE DISPLAY:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

ADDRESS IS: RESIDENTIAL BUSINESS

NILMDTS WILL ONLY SHIP TO ANOTHER LOCATION AS LONG AS WE DO NOT INCURE STORAGE COSTS, CHARGES, ETC.

RESPONSIBILITIES & ACCEPTANCE OF TERMS (Please initial by all):

- It is my responsibility to talk with any hotel/venue to verify storage charges and shipping information. _____(initial)
- By requesting the NILMDTS Display I agree to take full responsibility for the display. _____(initial)
- Upon receiving the display, I agree to ensure that in the display is intact and all items are included (based off of the Contents Information page). _____(initial)
- If something is damaged, missing or stained I must contact headquarters immediately at displays@nilmdts.org. _____(initial)
- I agree to read ALL instructions before opening and assembling the display. _____(initial)
- I agree to store the display with all photo panels intact (for large display only). _____(initial)
- I agree to wash the tablecloth, runner, and picture panels if they become soiled. _____(initial)
- I agree to ship the display in good condition with everything in the suitcase. _____(initial)
- I am responsible to cancel the display if it is not needed. _____(initial)
- I agree to ship the display to the next destination according to instructions I receive from Headquarters. _____(initial)
 - This will often require a trip to a full service FedEx location. _____(initial)
- I will have the display shipped by the date requested from Headquarters. _____(initial)

Please sign and date below. You may fax this back in to headquarters at 720.283.8998 or email it back to displays@nilmdts.org. Your reservation is not finalized until we receive the initialed and signed copy.

Signature

Date

*Displays are reserved on a first come first serve basis. We will do our best to accommodate as many requests as possible. You will be notified via email once we have received your application and have the dates reserved for your event.