



National African American  
Tobacco Prevention Network

**TRAVELING WALL EXHIBIT  
REQUEST FORM & WAIVER**

Organization agrees to send all requests no later than one month before event.

**C O N T A C T I N F O R M A T I O N**

Please complete this form in its entirety

(Please print or type)

Organization:		Contact Person:	
Address:			
City:	State:	Zip:	
Telephone: (    )	Fax: (    )	E-mail:	

**E V E N T I N F O R M A T I O N**

(Please print or type)

Event Name:	Expected Attendance:	Date of Request:
Event Date and Time:	Number of Days Needed:	
Event Location:	Smoke-free:    YES    NO	
Current Sponsors/Partners:		
Description of Event:		

**F O R O F F I C E U S E O N L Y**

Shipping Address:	Shipping Date:	Return Date:
Shipping Contact Person (if different):	Special Shipping Instructions (if any):	
Shipping Label Number:	Price Quoted:	

**Fees:** The following fees do not include shipping and handling:

Small Wall Exhibit with 75 assorted spoof cards (base quote): \$750.00  
Large Wall Exhibit with 120 assorted spoof cards (base quote): \$1,200.00

Additional Days (small wall exhibit): \$75 per day  
Additional Days (large wall exhibit): \$95 per day

In addition, if organization wants NAATPN staff to attend event, it is responsible for travel and hotel accommodations.

**Intended Use:** The "Traveling Wall Exhibit" is owned and maintained by NAATPN and is intended for increasing awareness of comprehensive and community competent tobacco control programs.

**Limitations:** Usage of the "Traveling Wall Exhibit" is at the judgment of NAATPN. NAATPN may refuse to provide equipment if the intended use is not in accordance with NAATPN's mission.

Each organization must agree that it is responsible for knowing and understanding the safe and proper use as well as the transport of the "Travel Wall Exhibit" before operating such equipment. Each organization must also agree to inform any person(s) working with or around "The Traveling Wall Exhibit" about the safe and proper use of that equipment before usage takes place. In addition, each organization is responsible for the fees associated with shipping and returning equipment to NAATPN office after usage. Please note that NAATPN will provide a return shipping label.

The organization agrees that it is solely liable and responsible for loss and damage to the "Traveling Wall Exhibit". If equipment is damaged or lost while in the organization's possession, it agrees to reimburse NAATPN for the cost to repair or replace equipment.

The organization agrees that it is responsible for any damage to real or personal property, bodily injuries, or deaths resulting from the handling and/or operation of borrowed equipment while in its possession. The organization agrees to hold NAATPN harmless from any and all claims arising from using the "Traveling Wall Exhibit".

The organization has read and understands the above agreement between the organization and NAATPN, and agree to the terms and conditions specified.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

NAATPN Representative: \_\_\_\_\_ Date: \_\_\_\_\_