

National Aeronautics and  
Space Administration

**Lyndon B. Johnson Space Center**  
2101 NASA Road 1  
Houston, Texas 77058-3696



## NASA EXHIBITS APPLICATION

Submit the completed form by fax or mail to:

Louis A. Parker  
Exhibits Manager  
Code: AP161  
Office of Public Affairs  
NASA Johnson Space Center  
2101 NASA Road 1  
Houston, TX 77058  
Fax: (281) 333-3702

NAME OF EVENT \_\_\_\_\_

DATE(S) OF EVENT FROM: \_\_\_\_\_ TO: \_\_\_\_\_

EXHIBIT HOURS FROM: \_\_\_\_\_ TO: \_\_\_\_\_

LOCATION OF EVENT (include building name and street address)

SPONSOR (include name and complete address including ZIP code)

SPONSOR IS: (circle only one)

EDUCATIONAL    INDUSTRIAL    PROFESSIONAL/TECHNICAL    COMMERCIAL  
GOVERNMENT

OTHER \_\_\_\_\_

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

WORK PHONE (include area code): (\_\_\_\_)\_\_\_\_\_

FAX PHONE (include area code): (\_\_\_\_)\_\_\_\_\_

HOME PHONE (include area code): (\_\_\_\_)\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

WORK PHONE (include area code): (\_\_\_\_)\_\_\_\_\_

FAX PHONE (include area code): (\_\_\_\_)\_\_\_\_\_

HOME PHONE (include area code): (\_\_\_\_)\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SHIPPING DATA

SHIP TO: (Include building, street address, city, state, and ZIP code. **No PO BOX**)

SHIP VIA (circle only one): SURFACE AIR

SPECIFIC CARRIER (Include Account #):

DELIVER EXHIBIT(S)  
EARLIEST DATE: \_\_\_\_\_ LATEST DATE: \_\_\_\_\_

EXHIBIT(S) TO BE RETURNED  
SHIP DATE: \_\_\_\_\_ DELIVERY DATE: \_\_\_\_\_

SET-UP EXHIBIT BY: (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

REMOVE EXHIBIT BY: (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

EXHIBIT DATA

TOTAL EXPECTED ATTENDANCE: \_\_\_\_\_

ATTENDANCE AT SIMILAR EVENT: \_\_\_\_\_

POPULATION OF CITY/TOWN: \_\_\_\_\_

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

ADMISSION TO BE CHARGED? (circle one) NO YES AMOUNT: \_\_\_\_\_

PROCEEDS GO TO: \_\_\_\_\_

WILL EXHIBIT EXCEED 20% OF TOTAL SPACE? (circle one) 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? (circle one) 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? (circle one) YES NO

(If NO, answer the following:)

DOES THE SPONSOR AGREE TO OBTAIN SUCH INSURANCE IN SUFFICIENT AMOUNTS AS THE GOVERNMENT MAY REQUIRE? (circle one) YES NO

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

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

Width

Depth

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 (circle one)

C1110V C1220V TOTAL KILOWATTS: \_\_\_\_\_

LIST EXHIBITS REQUESTED HERE (NO MORE THAN SIX):

ADDITIONAL REMARKS:

---

SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE

---

DATE

Updated: May 2002