EVENT REQUEST INFORMATION

In completing the request form, you will be asked to provide the following information. Unless marked as "optional" the field is required. It is suggested that you have the information available before you begin to fill out the request form.

EVENT NAME
WEBSITE (optional)
LOCATION (Name of Venue)
ADDRESS

HOST ORGANIZATION
ORGANIZATION TYPE (Select best option from pull-down menu)

EVENT DATES
(Enter each date and event times. For events longer than 4 days that have the same Start and End times, please enter the first day and last day only.)

EXPECTED ATTENDANCE
ATTENDANCE at SIMILAR EVENT (optional)
POPULATION of CITY (optional)

CONTACT INFORMATION

OFFICIAL CONTACT
Name
Address
Email:
Work Phone:
Alt. phone: (optional)
Fax (optional)

PUBLIC RELATIONS CONTACT
Name
Address
Email: (optional)
Phone:
Alt. phone: (optional)
Fax (optional)

EVENT REQUEST INFORMATION

EXHIBIT(s) REQUESTED
WHAT OTHER SPACE RELATED EXHIBITS ARE COMMITTED? (optional)

SHIP TO Address (if different than event location)

SETUP EXHIBITS BY DATE
REMOVE EXHIBITS BY DATE

DETAIL INFORMATION

ADMISSION CHARGE?
IS THE EVENT A FUNDRAISER?

FLOOR SPACE:
     LENGTH
     WIDTH
     HEIGHT (optional)

WILL NASA EXHIBITS EXCEED 20% of TOTAL EVENT SPACE?
POWER AVAILABLE 110V (standard outlets) or   220V
IS EVENT INDOOR OR OUTDOOR?
 If indoor, is a loading dock available?
WILL 24/7 SECURITY TO BE PROVIDED?
DOES SPONSOR CARRY PROPERTY INSURANCE?
     Coverage amount:
     Insurance Co.:
DOES SPONSOR AGREE TO PAY TRAVEL EXPENSES IF REQUIRED?
IN-KIND SERVICES AVAILABLE (Lodging, Ground Transportation, Other)
NOTE: You may attach 2 documents to this request (Event agenda, Floor Plan, etc.). Only PDF or JPG file Format accepted.
ADDITIONAL REMARKS (optional)