



**Public Awareness Committee
ACA Display Requisition Form**

Date of Request: _____ (dd/mm/yy)

Requester's Name: _____

Institution: _____

Dates Display Required:

Must be on hand by: _____ (dd/mm/yy)

Will be sent back on: _____ (dd/mm/yy)

Expected Number of Delegates: _____

Event Venue: _____

Nature of Event: _____

Support & Promotion Materials Requested and Quantities:

Free distribution: *(insert quantity for each item)*

- | | |
|--------------------------------------|-------|
| ACA Membership Brochures | _____ |
| ACA Pencils | _____ |
| ACA Pins | _____ |
| Membership forms | _____ |
| Archivaria subscription forms | _____ |

Samples: *(please circle)*

- | | | |
|---------------------|------------|-----------|
| ACA Bulletin | Yes | No |
| Archivaria | Yes | No |

Shipping Address¹ & Contact:

Name: _____

Address: _____

City: _____

Postal Code: _____

Institution: _____

Phone: _____

Fax: _____

Prov: _____

E-Mail: _____

Having read the Directions and Conditions of Use (on page 2), I request the loan of the ACA Display in accordance with these terms.

Name (please print) _____

Signed _____

¹ Please provide a street address for delivery; not a P.O. Box number.



Liability:

The ACA is not liable for any damage to property or persons as a result of retrieval, production, or use of the display. Applicant agrees that repairs and/or reimbursement for any damage or theft of the display during use and not covered by the ACA's insurance policy is the responsibility of the applicant.

Directions and Conditions of Use:

1. Requests for display should be received at least two months in advance to ensure availability. Application received in less than two months will be considered only if display is not in use.
2. Shipping: the ACA will share the cost of shipping the display. The borrower will pay to have the display sent to them, and the ACA will provide a pre-paid return shipping form with the display to cover the costs for the return shipment.
3. Size and weight of display: the display comes in a carrying case that weighs 22 lbs, and measures 42" x 12" x 4". The display has three individual panels that are 84" high and 38.5" wide each. Once assembled, the three-paneled display is 115.5" wide, or the panels can be used individually.
4. The display is fully insured by the ACA should it be damaged or lost in shipment or while in use. Nevertheless, cost of repair for any damage or loss caused by the borrower and not covered under the ACA's policy is the responsibility of the borrower. The ACA is not liable for personal or property damage resulting from use of the display.
5. Applicants have a responsibility to ensure that the display is adequately staffed at all times and to provide a list of names with times available.