

## Collie Club of America, Inc. Banner Reservation Form

### Instructions:

1. Contact CCA Public Relations Chairperson Linda Mabus by e-mail [linda.mabus@att.net](mailto:linda.mabus@att.net) or phone (217) 523-6206 to confirm the availability of a banner set for your event dates.
2. After confirming banner availability, print this form and fill it out completely.
3. E-mail the form to: [linda.mabus@att.net](mailto:linda.mabus@att.net)
4. Costs for the outgoing shipment of banner sets for the use at public outreach events shall be borne by the Collie Club of America, Inc.
5. Thoroughly examine the banner set upon receipt. If any damage is discovered, report it to the Public Relations Chairperson immediately and PRIOR to your event.
6. Banner sets must be shipped back to the Public Relations Committee or as otherwise directed within **FIVE (5)** business days following the event.
7. Banner sets must be properly packaged for shipment in order to avoid damage. They **MUST** be insured for a minimum value of \$150.00.
8. Costs for return shipping and insurance of the banner sets shall be borne by the reservation holder (individual or club).
9. Reimbursement for shipping and insurance expenses occurs from the CCA with the submission of the bill to the Public Relations Committee.

### **Please Print!**

Name \_\_\_\_\_ Club Name \_\_\_\_\_

Phone Number (home – work – mobile/circle one): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Ship to Address: \_\_\_\_\_

\_\_\_\_\_

Is this a business address or a residence? \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

*I understand that the banners are the property of the Collie Club of America, Inc., and I agree to take reasonable care to ensure against damage or loss. I understand that failure to return or forward the banners in a timely manner as described above or as otherwise instructed by the CCA Public Relations Committee may result in the forfeiture of all or part of the deposit funds.*

Signature of Borrower: \_\_\_\_\_ Date: \_\_\_\_\_