

Collie Club of America, Inc.
Banner Reservation Form



Instructions:

1. Contact CCA Public Relations Chair Linda Mabus by e-mail 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. Mail the form along with a deposit check for \$150.00 payable to "Collie Club of America" to: Linda Mabus – CCA Public Relations Chair, 3864 Brickler Rd., Springfield, IL 62707.
4. Costs for the outgoing shipment of banner sets for use at public relations events shall be borne by the Collie Club of America, Inc.
5. To avoid forfeiture of the deposit, thoroughly examine the banner set upon receipt. If any damage is discovered, report it to the Public Relations Chair 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. Deposit checks will be mailed back to the reservation holder within five (5) business days following the return of the banners in good condition.

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: _____