

## NAON Table Top Display Booth Contract

I, \_\_\_\_\_, do hereby request use of the NAON Display Booth for use on \_\_\_\_\_ (date). NAON will ship the booth to me 3 days prior to the date specified via UPS, DHL or FEDEX.

The booth must be shipped back to the NAON National Office the first business day after the end of use. The booth must be shipped back via UPS, DHL or FEDEX 3 day select, and must be insured for \$1,000.

I, \_\_\_\_\_, do hereby take full responsibility for replacement costs of the NAON Table Top Display booth, in the event the display is for any reason damaged or lost.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Suite # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Event Title \_\_\_\_\_

Number of Attendees \_\_\_\_\_

\*\*Please note this contract must be completed, signed and returned to NAON before the display booth is shipped to you.

**Return to:**

NAON  
401 N Michigan Ave, Suite 2200  
Chicago, IL 60611  
Fax: 312.527.6658

If you have any questions, please contact NAON at 800.289.NAON (6266) or email your questions to [naon@smithbucklin.com](mailto:naon@smithbucklin.com).

Please return Table Top Display to:

**National Association of Orthopaedic  
Nurses (NAON)**

**401 N Michigan Ave, Suite 2200  
Chicago, IL 60611**

## NAON Table Top Display Booth Parts List

Complete the parts list below, sign and return this form in the shipping crate for the table top display booth. Help us to keep accurate records and to keep the display in good repair. Please let us know if you have any problems, or notice any broken or missing parts.

PLEASE NOTE: take a moment to notice how the shipping is packed. The crate is a tight space and proper packing will ensure a long life for both the display and graphics.

Thank you.

	Received	Returned
Panels		
NAON Header		
NAON Journal (Velcro Attached)		
NAON Mission Statement (Velcro Attached)		
NAON News (Velcro Attached)		
NAON Foundation (Velcro Attached)		
NAON ONCB (Velcro Attached)		
NAON SIG (Velcro Attached)		
NAON Website (Velcro Attached)		

Signature:	Date:

## Display Materials for NAON Table Top Display Booth

NOTE: all of items listed below are free to NAON members

5 copies of each (depending on inventory):

- NAON Publications

*NAON Journal*

*NAON News*

10 copies of each:

- NAON Membership Brochures with applications
- NAON Productions Brochures with Order Forms