



The Mobile Museum is coming near you.



Applicant Name: _____

Company/Organization: _____

Address: _____

Phone: _____ Cell: _____

Fax: _____ Email: _____

_____ Non-Profit Organization: [\$1,500/event day]

_____ Corporation: [\$2,500/event day]

_____ Request a Docent [\$250/event day]

Event Name: _____

Description of Event: _____

Date[s] and time[s] of Event: _____

Event Location: _____

Specific parking instructions: Visitors enter the Mobile Museum at the rear of the trailer, so please provide detailed parking instructions for the trailer to ensure the best experience for your group. Please include a satellite photo of the location with the parking location marked, if available:

Load In Date and Time: _____

Load Out Date and Time: _____

Onsite Contact Name: _____

Onsite Contact Cell Phone: _____



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Press/Photo Opportunities: Please note VIPs [Name/Title/Affiliation] who will attend and indicate best time to create “photo opportunity”:

Media Contact [name/email address/cell]:

Remember:

- It takes three hours for driver to set up the Mobile Museum.
- All for a one-hour window for arrival to allow for traffic and any other delays. For an event scheduled from 9am - 5pm, the Mobile Museum will arrive between 5am and 6am. Make sure the trailer can access the lot at that time [no security gate, etc.].
- It takes two hours to shut down the Mobile Museum.
- The trailer is kept at the PSE&G facility in Edison, NJ. The morning commute is typically calculated from that point to the event site.

Send a copy of this form to reservations@njhalloffame.org upon completion.