



Host Guidelines & Event Application

The Spirit of America's Story organizers will book events on a first come basis. SASTW may have other events already scheduled and may not be able to give host(s) the date(s) requested. Please have an alternate date(s) in mind that SASTW could use. Host(s) event could possibly be scheduled for the following year, if necessary.

Factors to consider when scheduling an event could include, but is not limited to, being out of host(s) area; out of state; at another event; and travel time from event to event. SASTW will try its very best to accommodate host(s) event on the date(s) requested by the host(s). SASTW will always try not to lose an event if possible.

Please allow at least two weeks for SASTW to respond to host(s) request, allowing extra days for correspondence by mail.

Guidelines For Host

Please review before e-mailing or mailing your request to schedule a date(s). Contact us if you have any questions.

SECURITY: The Wall requires a secure environment whether inside or outside, and must be safe from vandals and theft. This is the host's responsibility. Our staff will need to know your surveillance plans.

ENVIRONMENT / WEATHER : All venues must have protection from the elements and be either completely indoors or under a large tent with drop sides (the tent must be large enough to fit the set up for The Wall and be properly secured). This is the host's responsibility. The tent size will depend on how the wall is displayed (read "space required" for information on how SASTW can be set up). Since the images are artwork, they must be protected from the sun and other elements. If the weather changes drastically during the event, the images will be taken off their frames and put away for safety. The frames may be able to stay outside in most cases. This decision will be determined by the members of The Wall present. The host(s) may want to have an alternate place for set-up. Watch the weather as the date of the event gets closer. If the event is held indoors, weather may not be a factor.

SPACE REQUIRED: The best way to view the wall includes the complete 100 feet. However, not every venue has that space available. Our wall is made up of ten panels, each 10' (10 feet) long by 92" tall. We also have two 3-foot wide panels that are not attached to The Wall. These panels require power be available to them (host must supply power). The Wall panels can be displayed in different ways. (Examples: Five panels in front and five panels in back so the total length would be 50 feet. The panels can also be set up around the edges of a room or tent in a "U" shape, the best for viewing and history presentations to groups. The Wall can be set up in the middle of a room or tent in a square or rectangular shape, making sure there is enough room to walk around the display without being too close.) SASTW has additional tribute artwork for sale that SASTW displays on six to eight 6-foot tables. These tables are provided by SASTW and can be set up if the host(s) has the space available at no cost to the host(s). SASTW would just need to know in advance that the space is available. If host(s) needs additional information regarding SASTW set up, please contact SASTW with questions. Please provide as much detail about the planned venue as possible. The more information SASTW has, the better we can help to ensure a great event for the host(s).



SET-UP: There are many ways The Wall can be viewed. The most straightforward is a straight line of panels measuring 100 feet in total. Not every venue can accommodate this size. Gymnasiums work best as do long buildings on fairgrounds properties. Inside set-up, if flooring is reasonably level, should not pose a problem. We have shims to help with small issues. Tents can also be set up to accommodate The Wall, but there are certain considerations required for outdoor events (see below).

Many people say the best viewing of The Wall is when it is placed in a "U" shape. The different measurements possible are: 10' x 80' x 10'; 20' x 60' x 20'; 30' x 40' x 30'; and, even though it is a little tight, 40' x 20' x 40'. The Wall panels can also be set up back-to-back which measures an overall 50' in length, or in a cube that measures 20' x 30' x 20' x 30'. The back-to-back and the cube set-ups require the additional space needed for people to walk around.

We always display a Missing Man and donation tables. We also have four 6-foot tables we can set up to display military tribute art that can be purchased for a minimum donation (\$50 for a matted 16" x 20" print, and \$40 for a non-matted print). The prints are copies of the signed artwork by Ray Simon. 100% of the proceeds go toward The Wall.

In the event a tent will be used for display of The Wall, the host(s) must let SASTW know well in advance that the event will be held outdoors. The display area must be as level as possible (small adjustments can be made, but adjustments are limited). If the surface is grassy, 4' x 8' panels of plywood will be laid first to help compensate for small areas of unevenness as well as to keep moisture off The Wall. The tent must be of sufficient size to allow for the desired display set-up size plus an additional margin on all sides. In addition, it is **required that tent framing poles and supports (side poles, corner poles, any connecting structures) be a minimum of 96" above ground level** so as not to interfere with any Wall panels passing underneath. **The tent must have side panels** to protect The Wall from sun, wind, and weather as well as for security at night.

The SASTW board or members at an event may have to cancel an event due to inclement weather or failure to meet the guidelines. To keep SASTW from having to make such a decision, SASTW asks that the host(s) follow the guidelines, keep a close watch on the weather, and have an alternate place to set up the display at the host(s) venue if the need should arise.

We need an electrical hook-up for both indoor and outdoor displays.

LIGHTING: Most indoor venues are properly equipped with appropriate lighting. In the event the venue is not, SASTW asks that the host(s) provide extra lighting for this remarkable wall. Tents could require extra lighting. There may not be a need for lighting unless the tent is dark in color and the sides are down due to the weather; light-colored tents work best. Also, if the event goes into the later hours, lights will be needed for both indoors and outdoors. This is the host(s) responsibility.

SIGNAGE: Event signage and placement will be done by the host(s). SASTW does not have any to provide at this time.



ADMITTANCE FEE: There is no fee for the public to view the traveling wall at your event. If your event charges admission, there will be no additional charge to view The Spirit of America's Story display.

DONATIONS: During an event, SASTW will set up donation tables. In addition, SASTW will direct donations to our website at www.spiritofamericasstory.com and/or inform visitors they may mail a check payable to The Spirit of America's Story to 5402 Mason Road, Sandusky, Ohio 44870. All donations are used to help with the upkeep of The Wall and associated displays. SASTW is a 501(c)(3) non-profit volunteer organization, and all donations are tax deductible. You agree, by hosting SASTW at your event, that we can openly solicit donations.

VOLUNTEERS: SASTW needs a minimum of 6-8 volunteers to help unload, set up, take down, and re-load the display. **Please note: The memorial depends on host(s) having these volunteers available.** We cannot unload, set up, take down, or re-load the display without their assistance. SASTW members will be there to help during these times. Volunteers must be able to carry 50 lbs., arrive at the designated time promptly, and be able to walk the distance to the set-up, including negotiating stairs if applicable. Volunteers will follow instructions given by SASTW members at events. **If volunteers are not present during unload, set-up, take-down, and re-loading, a \$500 fee will be assessed** and the host(s) agrees to pay the additional amount of SASTW.

LODGING: Provided and paid by host(s) for the event duration, should SASTW require lodging. This will be discussed at time of scheduling. SASTW needs a clean room with two beds, a refrigerator, microwave, and a laundry available on the property.

PROGRAMS AT WALL: If the host(s) would like to have a program while the wall is on display, SASTW can help. With the years of experience with other memorials, SASTW believes they could be of great help to the host(s). If host(s) has a guest speaker(s), SASTW requests that the speaker(s) do not discuss political issues or views while at the wall. This ensures that SASTW remains in compliance with the 501 (c) (3) IRS guidelines for non-profit organizations.

If host(s) plans a program, SASTW requests to be able to speak about SASTW during said program, radio, TV, or newspaper interview. If host(s) plans on bringing school students to view the Wall, host(s) may consider SASTW doing a 35 to 40-minute history presentation to each group. This can be facilitated by host(s) and school(s) setting dates and times for each class or group to attend. Chairs would be necessary if display is not set up in a school gymnasium. **Please discuss this with SASTW before you fill out your Event Application.**

COST: SASTW wants to speak to the host(s) by phone to talk about the event including, but not limited to, how many days the Wall is to be displayed, the set-up location, etc. The host(s) agrees to pay for SASTW bringing the display to the event according to the Event Application below. Both the host(s) and SASTW must sign the application. If either the host(s) or SASTW need to make changes after the application and/or contract has been signed, both parties must discuss the changes, put them in writing, and be signed by both parties.



The following host(s) Event Application needs to be filled out completely and e-mailed or mailed to SASTW. **Host(s) must contact SASTW by phone before submitting the Event Application.** This will allow SASTW to check on availability of the date(s) being requested which will speed up the application process.

We set up dates on a first come, first served basis. That being said, once host(s) has confirmed a desire for the Traveling Wall for the event, SASTW will "pencil in" the host(s) date(s) to allow more time for the host(s) to speak to others in more detail and to review the Host Guidelines. Please understand we can only hold a "penciled in" date for a short time.

It is very important that host(s) fill out the Event Application and send it along with the Application Fee as soon as possible so as to "lock in" the desired date(s).

Please stay in touch with SASTW if more time is needed, but again: First come, first served.

The more informed SASTW and host(s) are, the better the event will be for all. **Please remember: SASTW cannot set up a proper display without complete and correct information about host(s) venue.**

EVENT APPLICATION

Complete application below, sign, and return by e-mail or mail. Please make a copy of this application for your records.

Host Contact Name_____

Organization or Company Name (optional)_____

Address_____

City_____ State_____ Zip_____

Phone_____ Secondary_____

Contacte-mail(if any)_____

Display Date(s) Requested_____

Alternate Date(s) Requested _____ Display Hours Open _____ Close _____

How Did You Hear About SASTW?_____

Where Is The Event To Be Held? Provide as much detail as possible about venue. _____

Is there a prominent secure place available to display the SASTW 40-foot wrapped truck during the event?

Yes _____ No _____

Is there a secure place available to store our 6-foot x 12-foot cargo trailer? Yes _____ No _____

** If the truck and trailer cannot be at the event, be sure there is a secure place where both can be parked.*

What is the event about, and how will SASTW be assisting you with the event? (ex. Education, Patriotic)

Will other exhibitors be attending? Yes____ No____ How will the host promote the event?_____

Cost to Bring The Spirit of America's Story—The Wall

Please contact SASTW for a customized quote. An agreed price will be decided upon over the phone between the host(s) and SASTW before the application is sent to SASTW. The host(s) will then submit the completed and signed application along with the non refundable application fee to SASTW. When the application and fee is received by SASTW, the host(s) will be notified via mail or e-mail with the confirmed date(s). Once SASTW has received the host(s) application and fee, SASTW will review the application. Upon approval, by the SASTW board members, a contract will be filled out by SASTW and sent to the host(s) via mail or e-mail. Host(s) will need to send the signed contract back to SASTW via mail or e-mail within 14 working days. Host(s) must make a copy for the host(s) records.

As host(s) event approaches, please remember to update SASTW with any changes that may arise. Again, the more information SASTW has the better the event will be for the host(s).

The following information will be filled out by the host(s) while speaking with SASTW over the phone. Once the application is completed by the host(s), the host(s) must sign the application and send the application and the non refundable fee (15% of total cost of event) to SASTW. The application fee secures the date(s) of host(s) event.

Once the application and fee are received, SASTW will review the application and if correct, SASTW will fill out a contract and mail or fax the contract to host(s) for signature(s).

If host(s) has any questions, please feel free to contact SASTW for clarification on any information concerning the host(s) event.

TOTAL COST OF EVENT _____

There is a non-refundable Application Fee of 15% included in the cost of the event which secures the host(s) event date(s). Multiply the Total Cost by 15%. That is your Application Fee which must be submitted with your Event Application. Subtract the Application Fee from the Total Cost and divide the result in half. That amount is your Deposit (due a minimum of 30 days prior to your event). The remainder will be your final balance due.

APPLICATION FEE _____ FIRST DEPOSIT (1/2 of total event cost) _____

This deposit is due thirty (30) days prior to host(s) event date(s). The deposit may be paid by check or credit card. For event(s) with less than thirty (30) days notice, prior arrangements must be discussed with SASTW board members and the host(s) group before a confirmed date(s) will be agreed upon. Please contact SASTW with any payment questions.

FINAL BALANCE DUE (on day of arrival) _____ Date _____

REFUNDS

The 15% Application Fee is non-refundable. There will be a refund of deposit for any event canceled before twenty (20) days of Host(s) scheduled event date(s).

REMEMBER:

CONTACT SASTW FIRST TO GET YOUR EVENT STARTED.

Host(s) Signature _____ Date _____

By signing, host(s) has read and understands the Host Guidelines and Event Application as written on these pages.

All changes must be done in writing prior to the event date(s). A copy of all changes will be provided to host(s) by SASTW.

Respectfully,

Ronald L. Smith Co-founder and President
Phone: 419-631-7049

Patricia A. Sexton Co-founder and Vice President
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