



McGruff Inflatable Information, User Agreement, and Reservation Form

Revised August 2008

National Crime Prevention Council
Attention: McGruff Inflatable/Community Outreach Dept.
2345 Crystal Drive, Suite 500
Arlington, VA 22202
Phone: 202-466-6272
Fax: 202-785-2134

Table of Contents

Information

Reservation Process	2
About the McGruff® Inflatable Balloon	3
Cost Information	3
Shipping Information	3
Unpacking and Inflation Procedure	4
Deflation and Packing Procedure.....	4
Contact Information	5
Note to Washington, DC, Metropolitan Area Users	5

User Agreement and Reservation Form

McGruff Inflatable User Agreement.....	6
McGruff Inflatable Reservation Form	7

Reservation Process

1. Contact NCPC three months prior to the event to verify that an inflatable is available for the date(s) of the event.
2. Once NCPC has confirmed that the inflatable is available for the date(s) of the user's event, fax a signed user agreement and reservation form. See pages 6–8 for the McGruff Inflatable User Agreement and Reservation Form.
3. NCPC will then review the user's application and sign the form authorizing permission to use the McGruff inflatable. NCPC will return the signed form to the user by fax.
4. Once you have received the user agreement form with an approval signature from NCPC, please expedite payment of one check for \$375 (\$200 refundable deposit and the \$175 nonrefundable administrative fee). Mail the original signed form with a check made payable to the National Crime Prevention Council (NCPC).

National Crime Prevention Council

Attention: McGruff Inflatable/Community Outreach Dept.

2345 Crystal Drive, Suite 500

Arlington, VA 22202

www.ncpc.org

Main: 202-466-6272

Fax: 202-785-2134

Contact:

- Deborah Boone, Program Assistant, Community Outreach Department
202-261-4145

Or

- Jeff Broderson, Program Associate, Community Outreach Department
202-261-4136

About the McGruff Inflatable Balloon

The McGruff Inflatable is the biggest McGruff in the world, standing 32 feet tall.

The 32-foot McGruff Inflatable is a cold-air balloon that will normally stand on its own once inflated, but it needs to be secured by means of two tether lines in the front and two in the back. This prevents the inflatable from falling due to wind or other factors.

The inflatable is filled with air. This is accomplished by having a small 120v motor (house current) *that runs continuously*. The motor is a small turbine, and it connects to a tunnel-like projection behind the feet of the inflatable.

Cost Information

One check of \$375 is required (a refundable \$200 deposit and \$175 **nonrefundable** administrative fee) to reserve the McGruff Inflatable. The user is responsible for any shipping expenses (see Shipping Information).

Shipping Information

The user is responsible for arranging or providing roundtrip shipping between Exhibit Edge, Inc. (the storage facility) and the user's event location. Once the user's reservation has been signed and approved by NCPC, contact Advanced Freight Express at 800-838-8898 to arrange for shipping. The user is responsible for the additional cost of roundtrip shipping of the inflatable (see Contact Information). Ground shipping costs are, on average, about \$600 roundtrip and shipping can take up to six business days. If the user is located in the Washington, DC, area, the user can avoid shipping costs by picking up and returning the McGruff inflatable to Exhibit Edge, Inc. once NCPC has approved the reservation (see Contact Information).

NCPC has two 32-foot McGruff Inflatable balloons (McGruff A and McGruff B). Each is packed in a black shipping crate. The square crate is four feet on each side. The inflatable weighs about 200 pounds; the shipping crate and other materials (see Inflation Procedure) bring the gross weight to 310 pounds. Each balloon requires a full-size truck for shipping.

Dates for pick-up and return will be indicated on the user agreement form. NCPC generally requests that the McGruff Inflatable be shipped out for return no later than three (3) business days after the user's event.

Exception: We will allow additional time if the McGruff Inflatable becomes wet, as it needs to be completely dry prior to packing to prevent mold and mildew. If the user needs extra time to return the inflatable because it needs time to dry, please contact the Community Outreach Department at NCPC (see Contact Information).

Unpacking and Inflation Procedure

Provide the following instructions to your staff. Setting up the McGruff Inflatable typically requires three or four people. For assistance in this procedure, contact Inflatable Market Place (see Contact Information).

1. Set up the McGruff inflatable on level ground with a clearance height of 36 feet. Be alert to any overhead wires. You will need enough space to fully unfold the balloon and, when the balloon is inflated, you will need at least 20 feet out in each direction to secure the tethers.
2. Carefully unpack the items, noting how they are packed to facilitate repacking. In the shipping crate, you will find
 - The McGruff balloon
 - An electric industrial fan motor
 - Four long tether lines
 - Shorter tether lines
 - Stakes
 - A mallet
3. Store the shipping crate in a secure and dry location.
4. Place the inflatable face down and unroll. Unroll the feet first; continue unrolling toward the head.
5. Unfold the arms and spread out the body. Ensure the Velcro seal at the upper back is securely fastened.
6. Place the motor by the feet.
7. Attach the long tethers to the deflated balloon. Attachment points are at the shoulders. Distribute people around McGruff, holding the tethers.
8. Secure the tethers at least 20 feet out from the feet and motor. If the McGruff Inflatable is set up outside, use the mallet to drive the stakes into the ground and tie the tethers to the stakes.
9. Begin to inflate the balloon, watching the connection between the motor and the area behind the feet. If necessary, reposition the motor to prevent loss of air.
10. Support the McGruff head as it becomes inflated; adjust tethers as inflation of body is completed.
11. If necessary, adjust the position of the McGruff Inflatable as it inflates. Move the feet and use the tether lines to facilitate repositioning. Full inflation takes about 15 minutes.
12. Anchor McGruff's feet with the lower tethers. Anchor McGruff's extended hand with the last tether.
13. Use yellow "caution" tape or other marking to clearly rope off the area surrounding the inflatable, motor, and tethers.

Deflation and Packing Procedure

Taking down the McGruff Inflatable typically requires three or four people. For assistance in this procedure, contact Inflatable Market Place (see Contact Information).

1. Distribute people around McGruff, holding the tethers.
2. Turn off the motor. As the balloon deflates, guide it down using the tethers.
3. If necessary, dry the balloon. Ensure the balloon is completely dry to prevent mold and mildew.
4. Fold or roll up the balloon the same way it was received.
5. Repack the balloon and the supplies in the shipping crate.

Contact Information

For general information about the McGruff Inflatable balloon, its availability, payment, and other crime prevention tools and resources, contact:

National Crime Prevention Council
Attention: McGruff Inflatable/Community Outreach Department
2345 Crystal Drive, Suite 500
Arlington, VA 22202
www.ncpc.org
Main: 202-261-4145 or 202-261-4136
Fax: 202-785-2134

For information about setting up, handling, and taking down the McGruff inflatable balloon, contact the manufacturer:

Inflatable Market Place
Attention: Customer Assistance
1810 Gillespie Way, Suite 202
El Cajon, CA 92020
www.inflatablemarketplace.com
Main: 619-258-4466
Toll Free: 800-728-4466
Fax: 619-258-0732

For information about ground shipping, contact the shipping service:

Advanced Freight Express

Attention: Mark Travis
6598 Fleet Drive # B
Alexandria, VA 22310
Main: 703-719-5500
Toll Free: 800-838-8898
Fax: 703-719-5983

(The user is responsible for shipping and handling costs. NCPC has established a long business relationship with Advanced Freight Express and requests that the balloons be shipped by them.)

Washington, DC, Metropolitan Area Users

If the user is driving a small truck or SUV, McGruff B can be transported in two containers: a 75-gallon storage box for the inflatable itself and a second box for the other materials.

For information about pickup and return of the McGruff Inflatable balloon, contact the storage facility, after your reservation has been approved by NCPC:

Exhibit Edge, Inc.

4315-A Walney Road
Chantilly, VA 20151
www.exhibitedge.com
Main: 703-230-0000
Toll Free: 800-914-5750
Fax: 703-230-0023



McGruff Inflatable User Agreement

The terms outlined below indicate an agreement between the National Crime Prevention Council (NCPC) and [_____] (the **ORGANIZATION**).

- I. The **ORGANIZATION** hereby acknowledges that the 32-foot McGruff Inflatable (cold-air balloon) is the property of **NCPC** and that the inflatable can only be used in connection with a crime prevention event or activity.
- II. THE **ORGANIZATION** AGREES TO ASSUME FULL RESPONSIBILITY FOR THE SHIPPING, HANDLING, INFLATION, AND DEFLATION OF THE INFLATABLE.
- III. The **ORGANIZATION** understands that it is responsible for any damage to or loss of the McGruff Inflatable.
- IV. The **ORGANIZATION** is responsible for its replacement cost should the inflatable be seriously damaged or lost and for the cost of repairs that may be necessary as a result of misuse. The inflatable is valued at \$15,000.00. The **ORGANIZATION** understands **NCPC** has liability insurance that covers authorized users of the McGruff 32-foot inflatable cold-air balloon if serious damage or loss occurs to the inflatable through no fault of the user and such damage occurs through normal use.
- V. Furthermore, the **ORGANIZATION** agrees to pay shipment charges or otherwise provide shipping from the storage facility to the user's location and to the designated return address as requested by **NCPC** (roundtrip ground six-business day shipping is estimated at \$600.00). The **ORGANIZATION** also understands that it must, as specified on the reservation form, return the inflatable for shipping no later than three days after the user's event) and will notify **NCPC** if the return must be delayed so the balloon can be dried.
- VI. The **ORGANIZATION** understands that it, as the agent for the sponsoring organization(s), is responsible for accidents or injuries sustained by anyone as a result of poor safety practices during the handling process and while the inflatable is on display. The **ORGANIZATION** has been advised by **NCPC** to secure an insurance policy to reduce risk to the sponsoring organization.
- VII. The **ORGANIZATION** also agrees to send **NCPC** news articles, photos, videos, or any other form of publicity secured in connection with the use of the McGruff Inflatable.
- VIII. With the form below, the **ORGANIZATION** will send one check in the amount of \$375.00, made payable to "NCPC" (includes refundable deposit of \$200.00 and nonrefundable administrative fee of \$175.00).
- IX. The **ORGANIZATION** understands that a check in the amount of \$200.00 will be returned to my organization if no damage occurs to the inflatable. The cost of repairs will be deducted from the deposit if necessary. Allow four weeks after the event to process the refund.
- X. The **ORGANIZATION** further understands that the inflatable cannot be packed or stored while wet. The **ORGANIZATION** also understands that the cold-air balloon must be packed properly according to instructions provided by **NCPC** for the return.
- XI. In addition, the **ORGANIZATION** understands that the ROUNDTRIP SHIPPING CHARGE (GROUND SHIPPING IS SIX BUSINESS DAYS) ESTIMATED AT \$600 IS THE RESPONSIBILITY OF THE **ORGANIZATION**.

Reservation Form

Completing this form indicates your agreement with the terms outlined in the McGruff Inflatable User Agreement. Complete and send this form with one check for \$375, payable to the National Crime Prevention Council (NCPC) to:

National Crime Prevention Council
Attn: McGruff Inflatable/Community Outreach Department
2345 Crystal Drive, Suite 500
Arlington, VA 22202-4803

50-Word Event Description:

Date: _____

Your Name and Title (Print): _____

Organization: _____

Date of Event: _____

Organization's full delivery address to ship the McGruff Inflatable
(include a phone number):

Street address: _____

City/state/zip: _____

Attn: _____

Phone: _____

Fax: _____

Email: _____

In partnership with or in association with the following organization(s):

Return address for refundable deposit:

Organization Name: _____

Attention: _____

Street Address: _____

City/state/zip: _____

Signature of authorized official: _____

Print Name and Title of authorized official: _____

Date: _____

This form is not valid until an authorized NCPC staff member completes the fields below.

Date inflatable is available for shipping or pick-up: _____

Date inflatable is due at the storage facility (or designated location): _____

NCPC staff signature: _____ Date: _____