

Special Event Request Form on Exhibit Grounds



**PLEASE FILL OUT THE BELOW FORM
COMPLETELY AND RETURN NO LATER
THAN JUNE 15TH. (See next page for
Event & Alcohol Policy)**

Internal Use Only

- ☐ Business Development ☐ Events
☐ Risk Management
Extra Security Needed ☐ Yes ☐ No

Received on: _____

Company Name: _____

Address: _____

City: _____ State: _____ Country: _____ ZIP: _____

Event Contact Person: _____ E-mail: _____

Office Phone: _____ Cell phone that will be on site: _____

EVENT INFORMATION

Purpose of Event: _____ Date of event: _____

Booth/Site Location: _____ Hours of event: _____

Number of guests & staff attending: _____ Tent size: _____ Booth/Site Sq. Feet: _____

Food and Beverage Requests

Food/Beverage must be arranged through EAA Food & Beverage Department

Food Served: ☐ Yes ☐ No

Budget: _____ Per person: _____

Preferred Style of Catering: ☐ Boxed Lunch ☐ Buffet ☐ Plated ☐ Family Style
☐ Butlers Service ☐ Hors D'oeuvres

Menu Ideas: _____ Preferred Caterers/Past caterers: _____

Alcohol Served: _____ Budget: _____ Per person: _____

Alcohol Service: ☐ Yes ☐ No

Non-Alcoholic Beverages: ☐ Soda ☐ Water

☐ Beer ☐ Wine ☐ Liquor

☐ Juice ☐ Other

Notes: _____

Appropriately licensed and approved Rental Providers must be utilized for any rental service needs.

GES Exposition Services Karl's Event Service

800-475-2098

414-831-7025

Alcoholic beverages and intoxicants: Exhibitors/sponsors shall not use or bring to the Air-Venture ground any alcoholic beverages or any other intoxicants. There are situations where an exhibitor/sponsor may wish to hold a private function that includes alcoholic beverages or catered food after hours within the exhibit space or at another designated location, or where an aircraft manufacturer may wish to be provided a hospitality event for its arriving aircraft owners. With written approval from EAA, permission will be granted based on the following requirements:

- Exhibitors/sponsors must complete and return by stated deadline, a fully completed Special Events Request Form with a diagram of the exhibits intended floor plan.
- Insurance: Exhibitor/sponsor must provide a valid certificate of insurance, evidencing Commercial General Liability and Host Liquor Liability with limits not less than \$1,000,000, with their completed Special Events Request Form.
- All guests must be able to be contained in exhibit, with no spill over onto roadways or neighboring exhibits and must be by invitation only.
- Alcoholic beverage service may be offered after 5:30 p.m. with a maximum of 3.5 hours of bar service. Last call will be 15 minutes prior to bar takedown. Set start times and end times must be establish and adhered to. Alcohol beverage service may not begin before 5:30 p.m.
- EAA reserves the right to check for proof of I.D., no one under the age of 21 will be allowed to consume alcohol beverages for any reason.
- All alcohol must be distributed by a licensed bartender to the exhibitor/sponsor's invited guests; no retail sales will be permitted. Hosted bar events will only be allowed.
- EAA reserves the right to monitor the function, and at any time discontinue alcoholic beverage service should it be warranted in EAA's sole judgement.
- Catering requests must be placed through an EAA Event Coordinator, using a preferred caterer/concessionaire.
- Catered food events, cannot be open to the public, and rather must be by invitation only.
- If additional security is deemed necessary, the exhibitor/sponsor may be billed accordingly.

The following must be attached to this form:

1. Floor plan/layout of the booth/site space
2. Certificate of Insurance