

# 2017 Special Event Request Form on Exhibit Grounds



**Please fill out the below form completely  
and return no later than May 1, 2017.**

**(There will be no guarantee of event approval after this date.)**

**(See next page for Event & Alcohol Policy)**

## Internal Use Only

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Events   |
| <input type="checkbox"/> Risk Management      | <input type="checkbox"/> Security |

Received on: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Event Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone of Onsite Contact: \_\_\_\_\_

## EVENT INFORMATION

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ ☐ AM ☐ PM Event End Time: \_\_\_\_\_ ☐ AM ☐ PM

Number of Guests Attending: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Booth/Site Location #(s): \_\_\_\_\_ Tent size: \_\_\_\_\_ Booth/Site Sq. Feet: \_\_\_\_\_

Food/Beverage must be arranged through EAA's Events Department.

Food Served: ☐ Yes ☐ No

Budget: \_\_\_\_\_ Per Person: \_\_\_\_\_

Menu Ideas: \_\_\_\_\_

EAA Preferred Caterers: \_\_\_\_\_

Would you like EAA to contact the Caterer's on your behalf? ☐ Yes ☐ No

Alcohol Served: ☐ Yes ☐ No Budget: \_\_\_\_\_ Per person: \_\_\_\_\_

Alcohol Service: ☐ Beer ☐ Wine ☐ Liquor Non-Alcoholic Beverages: ☐ Soda ☐ Water

Security: ☐ Yes ☐ No Quantity: \_\_\_\_\_

Security will be assigned to all events serving alcohol and may also be deemed necessary at non-alcohol events. The Exhibitor/Sponsor will be billed accordingly.

Notes: \_\_\_\_\_

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

EAA Events Department  
Kelly Zanders  
920-426-6281

GES Exposition Services  
800-475-2098

# EAA Events and Alcohol Policy on Exhibit Grounds



**Alcoholic beverages and intoxicants: Exhibitors/sponsors shall not use or bring to the AirVenture grounds 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 their 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 an EAA 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 judgment.
- Catering requests must be placed through an EAA preferred caterer. EAA must be notified of the selected caterer.
- Catering requests for non-alcoholic beverages must be placed through an EAA preferred caterer.
- Catered events, may not be open to the public, and rather must be by limited invitation only and pre-approved by EAA's Event Department.
- If additional security is deemed necessary, the exhibitor/sponsor will be billed accordingly.

**The following must be attached to this form:**

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