

# Exhibitor Application



EAA® AirVenture® Oshkosh™ 2020

July 20-26, 2020

## EXHIBITOR INFORMATION

Company Name: \_\_\_\_\_ D/B/A Name: \_\_\_\_\_  
(to be listed in all complimentary listings and mailings exactly as shown)

Company Representative: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Federal I.D., Social Security or WI Sales Tax Number: \_\_\_\_\_ Year your company was founded: \_\_\_\_\_ Year started exhibiting at EAA AirVenture Oshkosh: \_\_\_\_\_  
(U.S. Companies required to provide) (Must be consecutive - 2020)

## ACCOUNTING CONTACT

AP Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## EXHIBIT SPACE

Number of Booths: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Preferred Locations\*: \_\_\_\_\_ #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3

Booth Choice Notes: \_\_\_\_\_

\*EAA reserves the right to assign the booth nearest the ones that have been requested in the event the chosen booths have already been taken/assigned.

## PAYMENT INFORMATION

Total Booth Cost: \_\_\_\_\_ **Full payment is due with application\*\***

Payment Type:  Check  Credit Card Check Number: \_\_\_\_\_

Please use the Payment Authorization form for credit card payments.

\*\* After April 1, 2020 ALL booth/site payments must be in the form of certified check, credit card or money order

The undersigned is an authorized representative of the Applicant Company, and has read and agrees to all the Exhibitor Application Terms and Conditions/Rule & Regulations set forth in the HOW TO EXHIBIT section of the online EAA AirVenture 2020 Exhibitor's Web Pages, which is hereby incorporated into this Application as if printed here in full.

Name (print please): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**CANCELLATION POLICY:** Exhibitor cancellation of exhibit space must be made in writing. After April 1, 2020, refund of exhibit fees will be made only if and when the display area is full and exhibitor's space has been reassigned. Allow 6-8 weeks for refund. **Any cancellations made after July 1st, 2020 will not be issued a refund.**

## 2020 IMPORTANT DATES

Discount Registration: (2% off posted rates, if paid in full).....9/1/19  
 Priority Rating (first right of refusal).....9/1/19  
 Regular Registration: (2019 posted rates).....9/2/19 - 3/31/20  
 Late Registration: (2% added to posted rates).....Begins 4/1/20  
*Please review Application/Payment process for clarification on above deadlines.*

## PRODUCT/SERVICE INFORMATION

Please indicate below which category best describes the products/services you will display at your booth (check primary category ONLY).

- |  |   |
|--|---|
| <input type="radio"/> Aircraft Manufacturing/Sales | <input type="radio"/> Finance/Insurance                     |
| <input type="radio"/> Aircraft Sales               | <input type="radio"/> Hangar Parts and Supplies             |
| <input type="radio"/> Airport/FBO                  | <input type="radio"/> Headsets/Flight Gear                  |
| <input type="radio"/> Apparel/Jewelry/Art          | <input type="radio"/> Maintenance Supplies                  |
| <input type="radio"/> Aviation Careers             | <input type="radio"/> Military/Government                   |
| <input type="radio"/> Association                  | <input type="radio"/> Miscellaneous                         |
| <input type="radio"/> Avionics                     | <input type="radio"/> Modifications/Refurbishing            |
| <input type="radio"/> Education/Training           | <input type="radio"/> Publications                          |
| <input type="radio"/> Engines/Propellers           | <input type="radio"/> Software Applications/Flight Planning |
| <input type="radio"/> Equipment/Parts              | <input type="radio"/> Travel                                |

## PRODUCT/SERVICE DESCRIPTION

Please describe your product/service (75 characters or less).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mail or fax this form to:** Accounts Receivable, 2020 Exhibitor Application, 3000 Poberezny Rd., Oshkosh, WI 54902

1.800.236.1025 | Fax: 920.426.4828 | exhibits@eaa.org

# EAA® AIRVENTURE® OSHKOSH™ EXHIBITOR APPLICATION CONTRACT

## TERMS & CONDITIONS

### 1. BINDING AGREEMENT.

- a. These *Terms and Conditions*, and the *Operational Rules and Regulations* (collectively, the "**Contract Terms**") are available as part of the **Exhibitors' Guide** at <http://www.eaa.org/en/airventure/airventure-exhibitors/how-to-exhibit>. The Contract Terms are part of the *Exhibitor Application* ("**Application**"). The company or individual ("**Exhibitor**") whose name appears on this Application understands and agrees that this Application, when accepted in writing by Experimental Aircraft Association, Inc. ("**EAA**"), will be a binding contract between Exhibitor and EAA. (References herein to the Application shall include the legal meaning of "contract" only if and when EAA has explicitly accepted the Application in writing, and not upon mere EAA acknowledgement of receipt. See also Section 2.g of these Terms and Conditions). The Contract Terms will govern the parties' rights and obligations and Exhibitor's use of the space covered hereunder and its activity on the EAA® AirVenture® Oshkosh™ ("**AirVenture**") grounds. EAA will consider all requests for modification or termination of this Application in its sole discretion. Exhibitor's right to terminate or cancel this Application is also limited by Section 4.f of these Terms and Conditions.
- b. Any failure by Exhibitor to abide by the Contract Terms may result in Exhibitor's immediate dismissal from AirVenture and any subsequent or future EAA events. The Operational Rules and Regulations may be amended by EAA for all Exhibitors (by additions, deletions, or changes) through **Exhibitor Bulletins**.
- c. Exhibitor acknowledges that it has read, understands, and will abide by the Exhibitor's Guide. References herein to the "**Exhibitor Documents**" shall include the Application, the Exhibitors' Guide, and Exhibitor Bulletins, as amended and updated from time to time by EAA. Exhibitor may obtain a copy of Exhibitor Documents upon written request to EAA.
- d. The Application contains the entire understanding and the full and complete agreement of the parties and supersedes and replaces any prior understandings and agreements between the parties with respect to the subject matter hereof. Except for amendments and updates through Exhibitor Bulletins, which may be issued from time to time by EAA, and subject to EAA's right of cancellation set forth in Section 2.b of these Terms and Conditions, the Application may be altered, amended or modified only in writing, signed by both of the parties hereto.
- e. EAA shall have no obligation to provide any equipment or supplies to Exhibitor other than as set forth in this Application. Exhibitor shall use only EAA's official suppliers for the rental, drayage and set-up of chairs, tables, incidental equipment, canopies, tents, and structures. A list of the official suppliers is contained in "How to Exhibit/Service Contractors" in the Exhibitors' Guide, and is subject to amendment by EAA through Exhibitor Bulletins.

### 2. EXHIBITOR APPLICATION.

- a. EAA reserves the right to refuse or deny space to any Applicant or Exhibitor whose products or services are not directly related to aviation, or for any other reason, in EAA's sole discretion.
- b. EAA reserves the right to cancel this Application at any time, for any reason.
- c. Exhibitor may not assign or sub-license this Application nor sublet any space provided hereunder in whole or in part. In no event may Exhibitor grant permission to share its exhibit area to any person or company, or to occupy adjacent areas, without prior written approval of EAA.
- d. Applications that are incomplete or not signed will not be accepted and will be returned to sender.
- e. Applications may be filed with EAA only by U.S. Mail, courier, fax, or e-mail. Applications will not be accepted by telephone or by text or other social media.
- f. Application and payment acknowledgment will be e-mailed or mailed to Exhibitor upon receipt of a properly completed and signed Application and payment in good funds in the correct amount.
- g. Exhibitor is not automatically assured of acceptance by EAA or of being assigned a space upon submitting a completed Application and making payment. EAA's written acceptance of the Application, and space assignments, will be sent approximately October 15, 2019, or later for Applications and payments received after that date.

### 3. BOOTH/SITE LOCATION.

- a. Exhibitor shall conform to all space sizes on the floor plan/layouts that have been provided.
- b. Outdoor display Exhibitors must submit a diagram of exhibit layout with Application. See Site Design Layout form at "How to Exhibit/Additional Forms" in the online Exhibitors' Guide.
- c. All standard indoor booths provided by EAA are furnished with an 8-foot backdrop of drapery material and

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two side dividers 36" high. EAA shall provide Exhibitor a 7" x 44" sign containing the Exhibitor's name.

#### 4. PAYMENT INFORMATION.

- a. Full payment must accompany completed and signed Application. If submitting an e-mailed application, payment in the form of a company check, credit card, certified check, or money order must be received within two weeks after receipt of Application.
- b. Applications that are incomplete, not signed or not fully paid as required will not be processed and will be returned to sender.
- c. After April 1, 2020, all booth/site payments must be in the form of certified check, credit card, money order, or ACH (Automated Clearing House) funds transfer.
- d. Partial payments or post-dated checks will not be accepted unless the EAA Exhibits Office has given prior written approval.
- e. EAA shall have a right of offset, and may offset any funds received or amounts that EAA may owe to Exhibitor against any invoices or other amounts owed by Exhibitor, including without limitation Application payments.
- f. Exhibitor cancellation of exhibit space must be made in writing. Exhibitor cancellation notices received by EAA before April 1, 2020, will be processed promptly and paid Exhibitor fees will be refunded (subject to EAA's right of offset). On or after April 1, 2020, cancellation is subject to EAA's approval; cancellation will be approved and refund of Exhibitor fees will be made only if and when display area is full and Exhibitor's space has been reassigned (allow 6-8 weeks for refund). **Cancellations made on or after July 1, 2020 will not be issued a refund or credit.**

5. **INDEPENDENT CONTRACTORS.** It is understood and agreed that the relationship of Exhibitor to EAA as a result of this Application is that of an independent contractor. Nothing in this Application or the activities of the parties shall be deemed or construed by the parties hereto or by any third party as creating a relationship of employment, principal and agent, partnership, joint venture or joint enterprise between EAA and Exhibitor.

#### 6. LIMITATION OF LIABILITY.

- a. **Irrespective of any other term or condition of this Application, neither party hereto shall be liable to the other party for any lost profits or consequential, indirect, incidental, punitive, or multiple damages arising from or in any manner connected with AirVenture or the actions or inaction of either party in connection with AirVenture, or in connection with this Application or any activity of either or both parties in connection with this Application, or any breach by the other party or its agents of this Application's terms, or any other cause whatsoever, whether based on contract, tort or any other theory of liability. This limitation of liability is complete and exclusive and shall apply even if the party has been advised of the possibility of such potential claims, losses or damages. If either party is proven to have materially breached this Agreement, the other party shall only be entitled to recover compensatory damages, if any.**
- b. **Under no circumstances shall EAA's aggregate liability to Exhibitor hereunder exceed the total price paid by Exhibitor hereunder.**

7. **EXCUSABLE EVENTS.** Neither party shall lose any rights hereunder or be liable to the other party for damages or losses on account of failure of performance by the non-performing party if the failure is occasioned by government or military action or inaction, war, terrorism, civil disturbance, fire, earthquake, explosion, flood, severe weather, strike or labor dispute, lockout, embargo, act of God, action or inaction by the other party, or any other cause beyond the reasonable control of the non-performing party (each, a "**Force Majeure Event**"), provided that the party claiming the Force Majeure Event has exerted all reasonable efforts to avoid or remedy such Force Majeure Event.

8. **GOVERNING LAW; CONSTRUCTION; FORUM.** This Application shall be governed by the internal laws of the State of Wisconsin, without regard to any rules of construction concerning the drafting hereof and without regard to such State's conflict of laws principles. EAA and Exhibitor hereby irrevocably submit to the exclusive jurisdiction of any United States Federal or Wisconsin State court sitting in Winnebago, Milwaukee or Dane Counties in the State of Wisconsin, in any action or proceeding arising out of or relating to this Application or any other Exhibitor Documents or any related documents, or any action or inaction of the parties. Exhibitor hereby

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irrevocably waives any objection that Exhibitor may now or hereafter have to the venue of any such suit, action or proceeding brought in such a court, or that such court is an inconvenient forum.

**9. EXHIBITOR CONDUCT.** Exhibitor shall cause its employees, agents, and volunteers to conduct themselves in an appropriate, courteous, professional, and workmanlike manner when on AirVenture grounds and when interacting with any person or persons as part of any gathering sponsored by EAA. EAA may remove and exclude any person or persons including without limitation Exhibitor employees, agents and contractors if, in EAA's sole and absolute discretion, EAA determines that this provision has been violated.

**10. INDEMNIFICATION.** Exhibitor covenants and agrees that it will at all times indemnify, release, defend, and hold harmless EAA and the EAA Aviation Foundation, Inc., ("*Foundation*"), and their respective directors, officers, employees, volunteers, agents, affiliates, and divisions, from and against any and all claims, liabilities, demands, loss and expense (including without limitation reasonable attorneys' fees and other costs of litigation) (collectively, "*Claims*") to the extent such Claims arise directly or indirectly from: (i) negligence or other fault of the Exhibitor or its representatives, agents, employees, contractors, suppliers; or (ii) failure of the Exhibitor to fully perform all of its obligations under this Application.

### **11. INSURANCE.**

- a. Exhibitor shall obtain and maintain from July 1, 2020 through August 15, 2020 occurrence-based insurance policies providing the following coverages, which shall endorse Experimental Aircraft Association, Inc., EAA Aviation Foundation Inc., and each of their respective officers, directors, employees, members, volunteers, agents, affiliates, and divisions as additional insureds; provide that such insurance is primary insurance and that any similar insurance in the name of and/or for the benefit of EAA is excess and non-contributory; and waive any right of subrogation of the insurers against EAA:
  - i. General Liability Insurance to include coverage for products and completed operations liability, with a combined single limit of bodily injury and property damage in the amount of not less than \$1,000,000 per occurrence.
  - ii. Workers' Compensation insurance that conforms to applicable statutory requirements and employer's liability insurance with a minimum coverage limit of not less than \$500,000.
  - iii. Auto Liability insurance including non-owned liability with a combined single limit of liability for bodily injury and property damage of not less than \$500,000.
  - iv. Property insurance sufficient to cover Exhibitor's property and goods while in transit and while at the AirVenture grounds.
- b. All insurance policies shall be provided by insurance carriers acceptable to EAA and shall be evidenced by current certificates of insurance and insurance policy endorsements issued by the insurance company, and shall be provided to EAA Risk Management, Attn: John Evans, at Experimental Aircraft Association, Inc., 3000 Poberezny Road, Oshkosh, WI 54902. Such certificates shall be provided within ten (10) days after EAA's written acceptance of this Application, and thereafter not later than the expiration date of each policy. A 10-day notice of cancellation or modification notice with respect to any insurance policy shall be given to EAA Risk Management by registered mail at the same address.

**12. COMPLIANCE WITH LAW.** Exhibitor covenants and agrees that it will fully perform its duties hereunder and comply with all applicable local, state and federal rules, regulations and statutes including without limitation the Americans with Disabilities Act. Except as may otherwise be specified herein, Exhibitor agrees that, as an independent contractor, it will secure, furnish and maintain all necessary equipment with proper licenses, authorities and permits.

**13. LIABILITY FOR DAMAGE.** Exhibitor shall be solely responsible for any loss, damage, disappearance or other casualty to any of its (or its employees', agents', or volunteers') personal property, including vehicles, equipment and supplies (collectively "**Exhibitor Personal Property**"), caused by accident, negligence of any person or entity (including that of EAA and individuals acting on its behalf), theft, natural disaster, or otherwise, or other reason, and shall indemnify and hold the EAA Indemnitees harmless from any and all claims arising from the same. Exhibitor shall be solely responsible to protect the Exhibitor Personal Property.

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- 14. NOTICES.** Any and all notices, consents, documents, or communications provided for in this Application shall be given in writing and shall be personally delivered, sent by U.S. mail, electronic mail with return receipt requested and received, or facsimile, or sent by courier, and addressed to the other party at the address listed on the first page of this Application with all information provided by Exhibitor (or to such other address as the receiving party may have substituted by notice pursuant to this Section). Email notices to EAA may be sent to [exhibits@eaa.org](mailto:exhibits@eaa.org). Such notice, consent, document or communication shall be deemed given to a party when actually delivered to such party as evidenced by certified mail return receipt (or statement that delivery was refused), receipt of a recognized national courier service, receipt of a recognized national courier service, normal facsimile machine journal of the sending party, or affidavit of a person that he or she made personal delivery.
- 15. OBLIGATIONS OF EXHIBITOR.** If Exhibitor fails to perform any of its obligations hereunder, EAA may, in its sole discretion, do any or all of the following in addition to any specific remedy stated elsewhere in the Contract Terms: (a) terminate this Application; (b) remove Exhibitor (and its employees, agents, and volunteers) from the AirVenture grounds; (c) bar Exhibitor from future EAA events; (d) seek damages or other legal relief against Exhibitor; (e) retain Exhibitor's payment and charge Exhibitor an early termination fee of \$1,000; and (f) take any other actions permitted at law or in equity.
- 16. SALES TAX.** Payment of Wisconsin State Sales Tax on Exhibitor transactions is the exclusive responsibility of the Exhibitor. Exhibitors may obtain information on regulations from: Wisconsin Department of Revenue, Temporary Events Program, 265 W. Northland Avenue, Appleton, WI 54911, (920) 832-2910. Additional information is also available at <http://www.revenue.wi.gov/html/temevent.html> or by e-mailing [tempevtprg@revenue.wi.gov](mailto:tempevtprg@revenue.wi.gov)
- 17. SEVERABILITY; HEADINGS.** This Application contains several separate provisions. If any court of competent jurisdiction determines that any provision of this Application is invalid or unenforceable, such invalidity or unenforceability shall have no effect on the other provisions hereof, which shall remain valid, binding and enforceable and in full force and effect, and such invalid or unenforceable provision shall be construed in a manner so as to give the maximum valid and enforceable effect to the intent of the parties expressed therein. Section headings contained in this Application are included for convenience only and form no part of the contract between EAA and Exhibitor, and shall not affect the interpretation or construction of the contract.
- 18. WAIVER.** No delay or failure by any party to exercise any right or remedy under this Application will constitute a waiver of such right or remedy. All waivers must be in writing and signed by an authorized representative of the party waiving its rights. A waiver by any party of any breach or covenant shall not be construed as a waiver of any succeeding breach of the same or any other covenant.
- 19. EAA TRADEMARKS.**
- Exhibitor has no right to and will not use any of EAA's trademarks or trade names or those of its affiliates including Foundation; Experimental Aircraft Association Canada Inc. (EAA Canada); International Aerobatic Club, Inc.; EAA Vintage Aircraft Association, Incorporated; and EAA Warbirds of America, Inc.; whether registered or unregistered, including without limitation those listed below in these Terms and Conditions, in any manner, shape or form, commercial or private. This applies regardless of the type or form of use, including without limitation: goods or services, whether sold, worn by employees, or distributed free; signage, advertising, website or other promotional use in any media; or any other display of any kind.
  - EAA may enforce its rights against any person(s) violating its Copyright/Media and Trademarks Policy ("**Policy**"), available at <http://www.eaa.org/en/airventure/about-eaa-airventure-oshkosh/policies> including without limitation those who attempt to sell Recordings (as defined therein) or use EAA trademarks or trade names for commercial purposes without express written permission from EAA. Violators shall be subject to all available remedies of U.S. and International law, including without limitation injunctive relief.
  - Use of AirVenture-related logos, words, graphics, designs, photographs (film or digital) or any other images that depict or directly or indirectly reference the annual AirVenture convention (including any use that references, denotes, commemorates, or otherwise makes some association with the AirVenture convention/fly-in) is strictly prohibited. This includes, without limitation, commercial uses, giveaways, advertising, promotions, endorsements, sales, rentals, displays, or products or services.

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- d. Any use, attempted use, or registration of any trademark or trade name that is the same as or confusingly similar to any of the marks listed below is strictly prohibited. EAA reserves the right to amend and update the Policy and the list below at any time. See <http://www.eaa.org/en/airventure/about-eea-airventure-oshkosh/policies> for a current version of this document.
- e. Exhibitor shall submit all graphics and other art for merchandise sales, not later than May 31, 2020, to Nancy Tribble ([ntribble@eea.org](mailto:ntribble@eea.org)), EAA Director, Retail Operations, for written approval in EAA's sole discretion. Exhibitor may call or e-mail with any questions: 920-426-4853.
- f. EAA and Foundation and Affiliate Trademarks and Trade Names. Use of any of the following names, logos and designs, or combinations thereof, or any trademark or name that is confusingly similar thereto, is prohibited.

[Trademarks, logos and designs, or combinations thereof, appear on the following page.]

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Aero Club™  
Aerobatics USA™  
Aeronautica™  
AirVenture Oshkosh™  
AirVenture Today™  
AirVenture®  
Aluminum Overcast™  
Aviators Club™  
Aviore™  
Berlin Express™  
C-Plan™  
EAA®  
EAA (Stylized)®  
EAA® AirVenture® Oshkosh™  
EAA AirVenture Museum®  
EAA and Airplane Design® (Logo)  
EAA Aviation Foundation and Design™ (Logo)  
EAA Aviation Museum™  
EAA Canada™  
EAA Convention™  
EAA Design® (Logo)  
EAA Eagle Flights®  
EAA Flight Advisor™  
EAA Heritage™ (Logo)  
EAA Homebuilders™  
EAA Sky Shoppe™  
EAA Sport Pilot™  
EAA Tailwinds™  
EAA The Leader in Recreational Aviation™  
EAA The Spirit of Aviation & Design®  
EAA Ultralights and Design® (Logo)  
EAA Vintage™ (Logo)  
EAA Vision of Eagles™  
EAA Wearhouse™  
EAA X-Flyer™  
Experimental Aircraft Association™  
Experimenter® (Stylized)  
First Wing™  
Fly With The First Team™  
Flying Start®  
Founder's Innovation Prize™  
GA Airfoils™  
Gateway To Aviation™  
GirlVenture™  
Hops & Props™  
IAC™/International Aerobatic Club™  
KidVenture EAA and Design™ (Logo)  
KidVenture®  
#OSH2020™  
#OSH20™  
OSH2020™  
Oshkosh and Airplane™ (Logo)  
Oshkosh Convention™  
Oshkosh Fly-In™  
OSHKOSH2020™  
Oshkosh365™  
Oshkosh™  
Proficiency365™  
RAAC Recreational Aircraft Association Canada™  
SkillScore Tracker™  
Sport Aerobatics™  
Sport Aircraft Association™  
Sport Aviation®  
Sport Pilot™  
SportAir®  
TG & Design™ (The Gathering Logo)  
TG The Gathering & Design™ (Logo)  
The Gathering™

The Spirit of Aviation®  
Warbirds of America®  
We Put The Fun In Flying™  
Women Soar Society™  
WomenVenture™  
World of Flight®  
World's Greatest Aviation Celebration®  
Young Eagles EAA and Design® (Logo)  
Young Eagles®

Any mark or design that includes an explicit or implied reference to the City of Oshkosh or any airport in/near Oshkosh with an aviation theme.

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## OPERATIONAL RULES & REGULATIONS

### SHOW SCHEDULE

**A. EXHIBIT SETUP.** Exhibitors may begin installation of their Exhibits THURSDAY, JULY 16, 2020 at 8:00 AM and must be fully completed and ready for display by 9:00 A.M., Monday, July 20, 2020. Exhibitors must be registered by 12:00 Noon the day preceding the convention. If there is a conflict with your travel plans, please notify the Exhibit Office.

- All Exhibitors will check in for credentials at the Exhibitor Check-In Point, located at the corner of Waukau Ave. and Foundation Road. Admission wristbands are provided free of charge, based on the number and type of booths assigned, for your convention staff. Additional weekly and daily admission wristbands may be purchased at the EAA Member rate. All Exhibitors and staff must wear a wristband at all times while on EAA grounds.

### **B. EXHIBIT HOURS OF OPERATION.**

MONDAY, JULY 20 – SATURDAY, JULY 25 FROM 9:00 A.M. TO 5:00 P.M.

SUNDAY, JULY 26 FROM 9:00 A.M. to 4:00 P.M., ULTRALIGHT CLOSE AT 3:00 P.M.

Exhibitor agrees to maintain and operate its complete display, booth, Exhibit, etc., during all hours of operation for the entire duration of EAA® AirVenture® Oshkosh™ ("AirVenture"). Exhibitor must ensure its Exhibit is open between these hours to actively promote its products/service, **and to maintain a positive and consistent AirVenture experience for all guests. Note that Space Allocation Priority will not be available to any Exhibitor who fails to comply. See Section 32 of these Rules and Regulations.** Outdoor Exhibits may be open prior to 9:00 A.M. (8:00 A.M. earliest) and remain open after 5:00 P.M. (7:00 P.M. latest). Exhibitor is required to staff its Exhibit as stated above.

**C. BOOTH TEAR DOWN.** Sunday, July 26, 2020 at 4:00 P.M. is the official closing of the Exhibit areas. Ultralight Area will close at 3:00 P.M. Below is a timeline set by EAA for dismantling your Exhibit booth/space.

- Sunday, July 26, 2020
  - 3:00 P.M. – 5:00 P.M. EAA will pull aircraft from the aircraft display areas. This does not mean that Exhibitors may close the rest of their display down. Exhibit booth/tents must remain open until 4:00 P.M., 3:00 P.M. in Ultralight area.
  - 3:00 P.M. Tear down may begin in Ultralight display area ONLY.
  - 4:00 P.M. Exhibits close (Indoor, Main & North Aircraft Display and Fly Market)
  - 4:00 P.M. – 5:00 P.M. Aircraft departure, and Exhibitors may manually tear down booth/space.
  - 4:00 P.M. – 6:00 P.M. GES will be delivering fiber cases and cardboard boxes. If you are unsure if your case qualifies to be delivered, please contact GES for clarification.
  - 5:00 P.M. - Exhibitors may pull vehicles (no Semi's) up to their building/space.
  - GES forklift services will not be available until Monday, July 27, 2020, at 8:00 A.M.
  - GES will deliver all empty crates overnight; they will be delivered to all Exhibitors by 8:00 A.M. Monday, July 27.
  - Empty crates will not be available to the Exhibitor or delivered before this time.
- Monday, July 27, 2020
  - 8:00 A.M. – GES will start loading outbound shipments.
  - 8:00 A.M. – 6:00 P.M. Exhibitor tear down with GES services.
- Tuesday, July 28, 2020 – 8:00 A.M. – 5:00 P.M. Exhibitor tear down.
- Wednesday, July 29, 2020 – 8:00 A.M. – 5:00 P.M. Exhibitor tear down.

**1. AIR CONDITIONERS.** Any use of air conditioners in the Exhibit hangars is strictly prohibited.

### **2. AIRCRAFT ARRIVAL/PLACEMENT INFORMATION.**

- a. How to Fly In To AirVenture? EAA will provide you with an Aircraft pass indicating your Company Name and Site No.(s). This pass must be placed in the aircraft window upon landing. EAA's volunteer ground crew will then direct you to the appropriate area. EAA's volunteer placement crew will then place you into your Exhibit site on a first come first served basis. **Note: All pilots flying in to AirVenture must be familiar with the NOTAM!**
- b. Who Places Your Aircraft In Your Site? EAA has a wonderful team of qualified volunteers who will place your aircraft in your display area. Please be sure to thank them for all their hard work. Without them things would not run as smoothly as they do.
- c. Aircraft Placement Times. EAA volunteers will start placing aircraft on Thursday, July 16, 2020. We ask that all



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aircraft arrive no later than Sunday, July 19, 2020 for placement in your site. We will place aircraft from 8:00 A.M. – 5:00 P.M. Thursday, July 16- Sunday, July 19, 2020. Any aircraft arriving later than 5:00 P.M., Thursday, July 16 – Sunday, July 19, will temporarily be placed overnight and placed in your display the following morning. If your aircraft arrives after 5:00 P.M. on Sunday, July 19, you run the risk of EAA not being able to accommodate your aircraft in your display space for the show. Please keep in mind that Sunday July 19 is one of our busiest days for Exhibitor Check-In and aircraft arrivals, so please feel free to arrive on or before Saturday July 18 to avoid all that traffic. All special arrival requests must be made to the Exhibit office and receive prior written approval from EAA.

- d. Have Your Site Ready. We ask that when designing your Aircraft Display, you please keep in mind that we will need adequate clearance to maneuver your aircraft into your display for placement. If part of your design will interfere with the placement of your aircraft, we ask that you wait to erect it until your aircraft has been placed within your display. If your site is not ready upon your aircraft's arrival, your aircraft will be temporarily placed, so that we can continue our aircraft placement process. When your site is ready we will do our best to place your aircraft as soon as possible.
- e. Contact Cards. If EAA has to temporarily place your aircraft (not in your display space), we will ask you to fill out a contact card (Company Name, Site No.(s), Contact Person Name & Mobile Phone Number). This will help us locate your company representative when we are ready to place your aircraft in your display.

### 3. AIRCRAFT/ENGINE REGULATIONS.

- a. Aircraft Plans and Kits. For aircraft plans and kits offered for sale at AirVenture and/or advertised for sale in EAA publications, at least one example of such plans or kits must have received airworthiness certification by the FAA, or civil aviation authority in the country of origin, must have reached the completion of any initial flight test requirement assigned by regulations and/or operating limitations, and must have satisfactorily demonstrated its advertised qualities.
- b. Engines. Exhibits for non-certified engines must meet the following requirements prior to being exhibited or offered at AirVenture and/or advertised in EAA publications:
  - i. An engine identical to the one to be promoted has been operated for a period of 60 hours. The engine must have been operated in the configuration in which it will be operated on an aircraft - that is with the same electrical system, fuel system, cooling apparatus (baffling, radiator, etc.), reduction unit (if applicable). The propeller may be a test club. The 60 hours running time may be: (a) entirely on a test stand; (b) in an airframe (static); or (c) flight time; or a combination of the three.
  - ii. Running of engines in Aircraft Display Areas only (without prop). This is authorized only if monitored and deemed safe by EAA Exhibit Co-Chairman and/or his or her designated representative, and if it is properly muffled so as not to disturb fellow Exhibitors. Exhibitor must supply EAA Exhibit Office a letter stating that the test times as outlined above have been completed.
- c. Aircraft Movement. Aircraft Display is STATIC DISPLAY ONLY. No aircraft movement is allowed. If Exhibitor displays an aircraft, it must be in place prior to the start of the opening day of AirVenture and may not be moved until AirVenture has officially ended. Violations will be subject to a movement fee of \$1,000 per vehicle, per occurrence, plus any other applicable remedies hereunder or at law.
- d. Ultralights/Hang Gliding. Participation in EAA sponsored events and/or publications is accepted with the following conditions: Ultralight products and services shall perform as represented. Aircraft and engines must have successfully operated for a minimum of ten (10) hours in the configuration advertised for sale.

4. **FOOD & BEVERAGES/ALCOHOL BEVERAGES AND INTOXICANTS**. An Exhibitor/sponsor may wish to hold a private or public function that includes food and non-alcohol beverages within its Exhibit space or at another designated location, or where an aircraft manufacturer may wish to provide a hospitality event for its arriving aircraft owners. With written approval from the EAA Events team, permission will be granted based on the event location and time. All food and non-alcohol beverage inquiries must be sent to Lori Allman, [lallman@eaa.org](mailto:lallman@eaa.org) or 920-426-6281. **EXHIBITOR IS LEGALLY AND CONTRACTUALLY PROHIBITED FROM CONSUMING, SERVING, SELLING, OR OTHERWISE PROVIDING ANY ALCOHOL BEVERAGES IN ITS EXHIBIT SPACE OR ANYWHERE ELSE ON THE AIRVENTURE GROUNDS, EXCEPT FOR BEVERAGES PROVIDED BY EAA AS THE LICENSE HOLDER.** All cash or hosted alcohol beverage service must be provided by EAA and contracted with EAA's Food and Beverage Manager, Ryan Rasmussen, (920) 279-2751, [rrasmussen@eaa.org](mailto:rrasmussen@eaa.org).

# EAA® AIRVENTURE® OSHKOSH™ EXHIBITOR APPLICATION CONTRACT

## OPERATIONAL RULES & REGULATIONS

5. **POLITICAL ACTIVITIES.** All Exhibitors are prohibited from holding any kind of political fund-raiser, campaign event, or engaging in other partisan political activity in their assigned Exhibit space or elsewhere on the AirVenture grounds. "Political activity" includes, without limitation, all sales or distribution of political posters, pennants, and banners; pins; hats, caps, and other apparel; books, brochures, pamphlets, magazines, and other written materials; all political merchandise; and all other political materials of any kind. This Rule is required because, as a 501(c)(3) organization, EAA is strictly prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. **No Exceptions.**
6. **ANTENNA/DISHES.** Small antennas/dishes are allowed provided that they do not interfere with convention radio activity and are cleared in advance by the Exhibits Office. Support equipment (e.g., antenna/dish installations on buildings) will be allowed if a written request has been made to the Exhibits Office and is authorized prior to event by EAA. EAA's approved contractor only may perform installation of antennas/dishes. EAA will provide a quote for the installation prior to work being started.
7. **ATTENTION-GETTING DEVICES.** Noisemakers, disruptive audio, flashing signs and other attention getting devices, in EAA's sole judgment, are prohibited.
8. **CAMPING.**
  - a. Exhibit Space Camping. Exhibitors camping in their assigned space in the Fly Market, Main Aircraft Display and the North Aircraft Display will be charged a flat camping fee. Please contact the Exhibit Office for pricing. Camping in Ultralight Exhibits is complimentary. No other camping in the Exhibit or display areas is permitted. Exhibitors who desire to camp in their assigned spaces shall register and purchase camping credential(s) on the Pass Request and Registration form (See Section 1).
  - b. Camp Scholler Camping. Exhibitors requesting to camp in Camp Scholler must be an EAA member. You will need to register at the Main Admission Gate in Camp Scholler to purchase the appropriate credentials. Strictly NO CAMPING in the parking lots. Violators will be towed.
9. **CLEANING.** EAA shall cause all aisles to be kept clean during set-up, entire event and tear down. To maintain maximum cleanliness, Exhibitors shall appoint one of their staff to clean their Exhibit space at the close of each day; debris from the booth should be placed neatly in the aisle where it will be gathered by EAA. The Exhibitor will be responsible for additional cleaning as is required and shall keep the space clean and orderly at all times. **EAA may charge liquidated damages of \$1,000.00 per occurrence for cleaning Exhibitor's area either during or after AirVenture. Exhibitor agrees that such liquidated damages are reasonable and fair, and will pay any such liquidated damages promptly after written notice from EAA.**
10. **DEMONSTRATIONS.** Any demonstrations increasing liability will not be allowed (e.g., fires) NOTICE: EAA will not assign indoor Exhibit space to companies performing demonstrations using or involving drilling, sanding, machining, etc. If your company has any questions on product demonstrations, please contact EAA's Exhibit Office for clarification.
11. **ELECTRICAL.**
  - a. Indoor Exhibits. All standard indoor booths provided by EAA are furnished with standard electrical service. A maximum of 750 watts or 6 amps at 120 volts.
  - b. Outdoor Exhibits. All standard outdoor booths provided by EAA are furnished with standard electrical service (Main/North Aircraft Display – 1500 watts or 12 amps at 120 volts; Fly Market – 750 watts or 6 amps at 120 volts). Electricity is not available in the Ultralight/Rotorcraft area.
12. **EMERGENCY INFORMATION.**
  - a. Emergency Procedures Dial – 911

In the event of an emergency, please dial "911". Be prepared to furnish the dispatcher with the location and nature of your emergency. The EAA Communication Center is open 24 hours each day throughout AirVenture (920) 230-7800.
  - b. On-Site Exhibit Office Contact

Contact the Exhibit Office during AirVenture to report an issue you may have or to receive messages, at (920) 230-7706 during July 15 – July 28. Please make sure that family members, business associates and others know your BOOTH NUMBER and COMPANY NAME when calling.
  - c. Medical Facilities

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EMS (Emergency Medical Services) is located north-east of the FAA Control Tower off Waukau Avenue. It is staffed by volunteer doctors and nurses and is open daily from 8:00 A.M. to 7:00 P.M.



**13. FIRE REGULATIONS.** Exhibitor shall not bring, hold or use any explosives or inflammable materials on the AirVenture grounds, except those that are in strict compliance with fire ordinances and insurance requirements. If Exhibitor has any questions concerning this requirement, contact the Exhibit Office. Fire regulations prohibit the use of crepe paper, corrugated paper and cardboard, cloth draperies, or table covers that have not been flame proofed or treated for fire resistance. Exhibitors may contact the Oshkosh Fire Marshal at (920) 236-5241 for compliance requirements. **NOTE:** This not a complete listing of the fire regulations, only an example of commonly violated regulations. The Fire Marshal may modify the above regulations at any time. The Fire Marshal has the ultimate authority over regulations, under Local & State Law.

**a. ALL INDOOR AND OUTDOOR EXHIBITORS**

- i. Fire Protection Certificate must be submitted to EAA BY JULY 1 (See How to Exhibit/ Additional Forms of the online Guide to fill out the Fire Protection Certification form.)
- ii. For questions regarding the below Fire Regulations or compliance requirements, please contact the Fire Marshal at (920) 236-5241 or by visiting <http://www.ci.oshkosh.wi.us/Fire/prevention.htm>.
- iii. Materials used in the construction and decoration of an Exhibit must be flame retardant. Any companies not using GES or Arena's material in the construction and decoration of their Exhibit will be asked by the Fire Marshal to show certification of flame resistance.
- iv. FIRE EXTINGUISHERS. Fire extinguishers and other fire protection equipment must be provided in every tent as follows: (a) One 2-A type extinguisher must be provided in every tent having a floor area of more than 500 square feet but less than 1000 square feet and also one in each adjacent tent. One additional 2-A type Extinguisher must be provided for each additional 2000 square feet or fraction thereof. Fire extinguishers are the responsibility of each Exhibitor.
- v. All cartons, crates, containers, and packing materials necessary for repackaging or other combustible items should not be stored behind drapes or display walls. All unwanted packing material should be deposited in the nearest trash receptacle. Exhibitors may contact the Fire Marshal at 920-236-5241 for compliance requirements.
- vi. No fires allowed to demonstrate product – No fuel is allowed in your Exhibit.

**b. ALL INDOOR EXHIBITORS**

- i. Do not block fire extinguishers, Exit ways, or Exit doors; do not cover Exit signs.
- ii. Booths and table curtains, table drapes and decorations must be fire retardant. (NFPA 701). No plastic table drapes. Table draping must be treated by the manufacturer or Exhibitor.
- iii. Natural vegetation is only allowed as decorations if treated with fire retardant.
- iv. Spark producing devices are allowed subject to the approval of the Fire Marshal. (A 2-½ pound Dry Chemical (2A) fire extinguisher is required). No open flame or open flame devices are allowed. No welding, soldering, or brazing is allowed.
- v. Vehicles or trailers on display. Vehicles must contain less than one-eighth (1/8) tank of fuel. The fuel fill cap must be taped over. The battery must be disconnected.
- vi. Fueled accessories (generators, blowers, chain saws, etc.) must not be running or operable. Batteries must be disconnected if applicable. Little or no fuel in the fuel tank. The fuel tank cap must be taped over.
- vii. The Fire Marshal must approve display or use of flammable and or combustible liquid.

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## OPERATIONAL RULES & REGULATIONS

### c. ALL OUTDOOR EXHIBITORS

- i. The tents must be fire retardant (NFPA 701). Flame resistance label must be on the tent fabric or manufacturer's certification. Tent shall not be located within 20 feet of buildings, other tents, parked cars, or internal combustion engines. There shall be No Smoking inside the tent and signs posted.
- ii. Fire extinguishers: A minimum of a 2-½ pound Dry Chemical (2A) fire extinguisher is required. Maximum travel distance to a fire extinguisher shall be 75 feet. Fire extinguisher shall be mounted or secured to prevent accidental discharge. Fire extinguisher shall be in close proximity for welding and any other spark producing demonstrations or exhibits.
- iii. Exits shall be spaced at approximately equal intervals and swing out. Exit distance shall not exceed 100 feet. Number of Exits and size: Two (2) Exits at least 72 inches wide for occupancy load of 10 to 199 persons. Three (3) Exits at least 72 inches wide for occupancy load of 200 to 499 persons. Four (4) Exits at least 96 inches wide for occupancy load of 500 to 999 persons.
- iv. Means of Egress: Aisle shall be at least 44 inches, be clearly marked, and maintained free and clear at all times to the public way. Guide wires, ropes, or supports shall not obstruct the means of egress.
- v. Exit signs shall be installed over required Exits. Lighted Exit signs and Emergency lighting re required if the tent is occupied at night.
- vi. No open flame or open flame devices are to be used unless approved by the Oshkosh Fire Department.
- vii. Combustible Vegetation: No hay, straw, shavings or similar combustible materials shall be located within any assembly or occupancy type tent. Sawdust or wood chips inside tents shall be kept damp.
- viii. Fireworks shall not be used inside a tent.
- ix. Heating: Gas, liquid and solid fuel-burning equipment shall be designed to vent to the outside air. Such vents shall be equipped with approved spark arresters when required. All portions of the tent or canopies shall be not less than 12 inches from the flue or vent. Heating equipment shall comply with the ICC Electrical Code.
- x. Portable LP-gas containers less than 500 gallons shall have a minimum separation of at least 10 feet.
- xi. Refueling shall be performed in an approved location not less than 20 feet from the tent.
- xii. Generators shall be separated from tents and canopies by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means.

**14. GENERATORS/COMPRESSORS.** Exhibitor must contact the Exhibit Office and receive prior written approval for use of generators in their Exhibit. No generators are allowed within indoor Exhibit booths. If approved, generators, air compressors or other engine or motor driven equipment are allowed within the outdoor displays and may not be operated before 6:00 A.M. or after 9:00 P.M. The EAA Exhibit Chairman, Co-Chairman and/or a designated representative are authorized to stop such demonstration if safety, security, or Exhibitor or public complaints become a concern.

**15. GIVEAWAYS.** The State of Wisconsin requires that the host (EAA) maintain information on any giveaway promotions by any entity during AirVenture. EAA must comply, and EAA also wishes to serve EAA members who inquire for the winners of a particular giveaway. Please register the activity with the Exhibit Manager's Office and advise us of the winner(s) name(s).

**16. HEATERS.** The marketing of heaters (for hangars and aircraft) is allowed, however, the operation of heaters INDOORS is NOT ALLOWED. The safety and comfort of both the Exhibitor and the public is our highest concern.

### 17. HEIGHT RESTRICTIONS.

- a. INDOOR Height Restriction – Indoor Exhibitors may install at their own expense special signs, displays, counters, shelving and similar items not to exceed eight (8) feet in height along the rear of the booth and eight (8) feet in height along no more than one half (1/2) of the side dividers from the rear of the booth. In designing and setting up an Exhibit, each Exhibitor shall comply with the following requirements: (a) No materials may be hung from the building structure (e.g., no guy wires from building to rafters, no signs attached to walls); (b) Shelving, signs, etc., extending above the side dividers must be approved in advance by EAA and have the backside thereof covered to the satisfaction of the EAA Exhibit Chairman. Any deviation from the standard booth size must have prior written approval by the Exhibit Office along with a diagram of the booth set-up.
- b. OUTDOOR Height Restriction – Outdoor displays may not exceed 25 feet in height.

**18. INFLATABLES.** Inflatables (including helium balloons) are not allowed within indoor or outdoor displays.

**19. MEDIA/RECORDINGS POLICY.**

- a. EAA realizes that the taking and making of Recordings (of any nature, to include moving and still images, sound etc. regardless of the means of capture or storage used - e.g. film, digital, video, or other format /media) allows attendees to capture the excitement and color of AirVenture, and provide them with a personal record of their experience at the event. To that end, EAA permits those people attending AirVenture to make such Recordings for their personal enjoyment only.
- b. As the creator and producer of AirVenture, EAA has a great investment in the intellectual property rights to the event. EAA takes this investment seriously, and has an obligation to protect it on behalf of its membership - not only during the event but on a continuing, perpetual basis. EAA retains all worldwide rights to AirVenture and to any video or audio recordings ("Recordings") or Images taken at or of AirVenture, either on or off EAA grounds.
- c. EAA is the owner of trademarks, copyrights and other proprietary rights connected to the Experimental Aircraft Association, Inc., and the EAA AirVenture Oshkosh event. The event and organization names may be used for news purposes and consistent with the First Amendment. Nothing in these terms and conditions authorizes or allows violation of any EAA trademarks, copyright or other proprietary rights.
- d. The sale or use of any Recording of any aspect or activity connected with AirVenture (including but not limited to aircraft, crowds, air shows, forums, exhibits, etc.) for commercial purposes without EAA's written permission is strictly prohibited, not only during the event but on a continuing, perpetual basis, except as may be expressly permitted by a written agreement with EAA. This includes, but is not limited to, "Non-linear" use such as archived television content on the Internet, television content available on a video - on-demand basis, and television content made available via PVR downloads. This also includes images distributed through electronic formats that include (but are not limited to) cellular, personal communications services and other methods of providing content to handheld digital devices pages, specialized mobile radio and wireless internet (including WIFI).
- e. Legitimate media representatives seeking to cover EAA events must first seek accreditation from EAA. EAA grants accreditation at its discretion, and requires that any Recordings made are used ONLY by the publication(s) he or she is officially representing, and only for the purposes stated in the accreditation request. Any accreditation or permission which may be granted is not assignable or transferable, and use of said Recordings or accounts by any other publication(s) or for other purposes is strictly prohibited, unless additional written permission is obtained by said publication(s) from EAA. The taking of Recordings for such uses as photo or video stock houses is also prohibited, unless written permission from EAA has first been obtained.
- f. This Policy also prohibits use of AirVenture Recordings, and EAA trademarks and trade names in secondary promotional usages, such as promotional portfolios, web sites and other settings that endorse a specific photographer or company. Written permission must be obtained before such uses are allowed.

**20. MERCHANDISE SELLING.**

- a. Exhibitor shall not display, license, rent or sell any goods other than those manufactured, licensed, rented or sold by Exhibitor in the regular course of its business.
- b. Exhibitor shall not sell or distribute any type of kite, Chinese lantern or balloon; any type of motorized mini-bike, bicycle, skateboard, scooter, Segway, golf cart, or other vehicle or means of transportation other than standard three- or four-wheeled mobility scooters; any object or device that in EAA's sole judgment is a safety risk; or food or drink.
- c. Exhibitor shall not make any solicitation or sales of credit cards.
- d. Exhibitor shall not use any photos or videos taken at AirVenture for commercial gain.
- e. Exhibitor staff shall not leave their booth to accost or approach potential customers in the aisle.
- f. EAA also reserves the right to bar from any booth or Exhibit any material, literature, person, or thing that is not in EAA's sole opinion consistent with the character, purpose or objectives of EAA or of AirVenture. Prohibited items include, without limitation, items displaying, glorifying or supporting racist or other discriminatory or hateful attitudes (including historical items of such nature), or of an unacceptable sexually suggestive or explicit nature, in EAA's sole judgment. For example, Nazi propaganda and the Confederate flag, and similar materials, are prohibited.

**21. MUSIC LICENSING.** It is the Exhibitor's responsibility to obtain the proper license if Exhibitor chooses to use copyrighted music in its Exhibit space. Music licensing is a legal requirement.

**22. PETS.** No pets are allowed on AirVenture grounds. Service Animals, as defined under the Americans with Disabilities Act ("ADA"). (Note that emotional support animals, comfort animals, and therapy animals are not Service Animals under the ADA.)

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### 23. RADIO SPECTRUM POLICY.

- a. Exhibitor shall not operate any wireless communication or other device that operates within any of the following frequency ranges: 902-928 MHz, 2.400-2.500 GHz, 3.650-3.700 GHz, 5.150-5.350 GHz, 5.470- 5.900 GHz, or 24.000-24.250 GHz, nor any other device that interferes with communications used in the operation of AirVenture and related offerings.
- b. Microphones/Audio Visual and other like equipment are not to be used. Past abuse and disregard for neighboring Exhibitors has forced the Exhibit Committee to monitor videotape machine use. We ask you design your booth(s) so that DVDs/VCRs allow for customers without blocking aisles and the efforts of your neighboring Exhibitors.

**24. RAFFLES.** Raffles, lotteries, and other activities involving consideration for “chance” are strictly prohibited.

**25. RESTRICTIONS.** EAA reserves the right to restrict Exhibits which, because of noise, method of operation or any other reasons, become objectionable. Please plan appropriate booth size. If many people are expected to congregate at one time, demonstration areas should not be placed on the aisle line of the Exhibit. Normal aisle traffic may not be interfered with at any time.

**26. SAFETY.** Exhibitor while on the AirVenture grounds shall comply with the general requirements imposed upon the public and any special AirVenture requirements concerning safety, health, and welfare.

### 27. SHIPPING.

Booth/Product Shipping – Exhibitor shall not ship anything to Wittman Regional Airport, Oshkosh, Wisconsin. Exhibitor shall comply with the shipping instructions below for shipping booth/products to the show. **All items being shipped to show site not using the below addresses will be refused and sent back.**

- Advanced Shipments to Warehouse (Shipments to arrive on or between: June 13 - July 13, 2020) Name of Exhibiting Company, AirVenture 2020, Your Booth Number, YRC, c/o GES Exposition Services, 2230 Holland Rd, Appleton, WI 54911
- Direct Shipments to Exhibit Site (Shipments will be accepted beginning: July 13, 2020) Name of Exhibiting Company, AirVenture 2020, Your Booth Number, c/o GES Exposition Services, Wittman Field, EAA Convention Site, 1001 West Waukau Avenue, Oshkosh, WI 54902

**28. SIMULATORS (AMUSEMENT RIDES).** Exhibitors who operate aircraft simulators or other Amusement Rides, as defined in the Wisconsin Administrative Code, must register with the Wisconsin Department of Safety and Professional Services (DSPS). Section 334.04(1) of the Wisconsin Administrative Code requires that amusement rides be registered with the DSPS annually. Definition of Amusement Rides (Wis. Stat. 101.19(1b)(b)): “‘Amusement or thrill ride’ means any device that carries frequenters in an unusual, entertaining or thrilling mode of motion or any vehicle providing entertainment or transportation to, from or within an amusement area.” Registration for Simulators and other Amusement Rides is the exclusive responsibility of the Exhibitor. EAA will enforce the registration of all Amusement Rides, which is mandatory by the State of Wisconsin. Exhibitors may obtain information on Amusement Ride regulations from: DSPS Industry and Services Division, 4822 Madison Yards Way, Madison, Wisconsin 53705, (608) 266-2112, <https://dsps.wi.gov/Pages/Programs/AmusementRides/Default.aspx#>.

**29. SITE IMPROVEMENTS.** Outdoor Exhibitors may enhance their Exhibit spaces by trees or shrubbery that are no taller than twelve (12) feet. Any outdoor Exhibitor requesting to enhance its Exhibit space by other means such as, without limitation, concrete improvements or non-mobile structures, must submit the Site Improvement Request form located on the How to Exhibit webpage under additional forms, for approval by EAA, to the Exhibit Office no later than December 31, 2019. See the Preparing Your Exhibit/Service Contractors area of the Guide for approved landscapers.

**30. SMOKING.** Exhibitor and its employees and guests shall not smoke in commercial Exhibit buildings, or within 25 feet of any aircraft in and around the outdoor commercial display area, or in areas posted with No Smoking signs.

**31. SOLICITATIONS/DEMONSTRATIONS.** All business solicitations/demonstrations must be confined exclusively to registered Exhibitors in their Exhibit space. Advertising material of any description may be displayed and distributed only within the booth(s) assigned to the Exhibitor presenting such material.

**32. SPACE ASSIGNMENT & PRIORITY RATING.**

- a. Application for space must be made directly to EAA.
- b. Space assignments will begin in January. EAA will attempt to accommodate each applicant’s preferred location. However, if all booth choices indicated by applicant are unavailable, EAA will assign the best available space, in EAA’s sole opinion.
- c. All floor plans and layouts are subject to change. EAA reserves the right to rearrange the AirVenture schedule, floor plans, layouts, etc., and to relocate any Exhibitor, at any time and for any reason. Exhibitor agrees that any such rearrangement or relocation shall not affect Exhibitor’s obligation to pay the fee amount.
- d. Exhibitor cancellation of Exhibit space must be made in writing to the [Exhibit Office](#) via e-mail, fax or mail. [Click here](#) for Application Terms and Conditions.

**2020 APPLICATION/PAYMENT DEADLINES**

Discount Registration: (2% discount, if paid in full).....	9/1/19
Priority Rating*: (first right of refusal).....	9/1/19
Regular Registration: (2019 posted rates).....	9/2/19 - 3/31/20
Late Registration: (2% added to posted rates).....	Begins 4/1/20

**1. What is the discount registration?**

EAA is offering those that submit their Exhibitor Application with full payment by September 1, 2019, a discounted booth rate. Instead of paying the 2020 booth rates you can book your space with a 2% discount off of the posted prices.

**2. How to retain your 2019 Exhibit space?**

Application for AirVenture 2020 Exhibit space must be made directly to EAA with 50% deposit by September 1, 2019, with remaining balance due by December 31, 2019. If applications are submitted after September 1, 2019, there is no guarantee you will be able to reserve the same Exhibit space you had at AirVenture 2019.

\* Note that any Exhibitor who fails to maintain and operate its display, booth, Exhibit, etc. during all Exhibit hours of operation for the entire duration of AirVenture, will not receive any space allocation priority in the following year.

**3. How to expand or relocate your 2020 Exhibit space?**

Application for AirVenture 2020 Exhibit space must be made directly to EAA with 50% deposit by September 1, 2019, with remaining balance due by December 31, 2019 to guarantee your company is part of round one of Exhibit space assignments. Please make sure your expansion or relocation request is made clear on your submitted application.

**4. How do new Exhibitors apply for space?**

Application for AirVenture 2020 Exhibit space must be made directly to EAA with 50% deposit by September 1, 2019, with remaining balance due by December 31, 2019 to guarantee your company is part of round one, of Exhibit space assignments.

**5. When will space placement begin?**

Space assignments will begin September 12, 2019. EAA will start by placing all applicants who have submitted their Exhibitor Application by the September 1, 2019 deadline and are requesting to retain their 2019 Exhibit space. EAA will then follow the “Priority Rating For Space Allocations” for all companies looking to expand/relocate and all new companies.

EAA will attempt to accommodate each applicant’s preferred location. If all booth choices indicated by applicant are unavailable, EAA will assign the best available space, in EAA’s sole opinion, unless applicant indicated on application to be contacted with options.

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**PRIORITY RATING FOR SPACE ALLOCATIONS**

**Priority 1 – EAA Partners/Past Aviation Related Exhibitors**

- Total Partnership
- Longevity (consecutive)
- Aviation-related
- Lottery Draw

**Priority 2 – Aviation-Related New Exhibitors**

- Registered Date
- Lottery Draw

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### Priority 3 – Non-Aviation-Related Past Exhibitors

- Registered Date
- Longevity (consecutive)
- Partnership
- Lottery Draw

### Priority 4 – Non-Aviation Related New Exhibitors

- Registered Date
- Lottery Draw

### Priority 5 – Applications Postmarked/E-mailed after September 1, 2019

- Product Type
- Registered Date
- Lottery Draw

**Note that any Exhibitor who fails to maintain and operate its display, booth, Exhibit, etc., during all hours of operation for the entire duration of AirVenture, as stated in Section B on page 1 hereof, will not receive any space allocation priority in the following year.**

### 33. VEHICLES.

**Note:** The use of golf carts, mini-bikes, bicycles, Segways, etc., is generally prohibited on the AirVenture grounds.

- Display** – If Exhibitor requires the use of a vehicle in its display during show hours, Exhibitor must contact EAA and receive written approval.
- Movement** – All approved display vehicles must be in place prior to the start of the opening day of AirVenture and may not be moved until AirVenture has officially ended. Violations will be subject to a movement fee of \$1,000 per vehicle, per occurrence, plus any other applicable remedies hereunder or at law.
- Parking** – Exhibitor parking is located in G Lot, which is north of Waukau Ave.
- Site Access** – Exhibitors may drive vehicles with proper vehicle pass onto the AirVenture site to re-stock product before the Exhibits open (7:00 A.M. – 9:00 A.M.) and an hour after Exhibits close (5:00 P.M.– 6:00 P.M.). Unapproved vehicles on-site other than these times will be towed at the owner’s cost. During show hours vehicles shall be parked in the assigned Exhibitor parking lot. Trailers and oversized vehicles will park in an area designated by EAA (NO EXCEPTIONS).

### 34. WIRELESS.

- Cost** – EAA’s wireless local area network (Wi-Fi) is complimentary (no charge) for the time period of July 20, 2020 through July 26, 2020.
- Service Level** – You will find the dedicated Wi-Fi inside each Hangar A-D as well certain areas on grounds as illustrated in the Visitors Guide or depicted by EAA Wi-Fi signage displayed in coverage areas. Outdoor vendors may only see the SSID if you are very close to one of these areas. The Wi-Fi is a BEST EFFORT service, with no guarantee of connectivity or performance. Vendors are encouraged to use the SSID “EAAVENDOR” where visible as you will be given prioritized service when using this network. Please make arrangements for fixed, hardwired access if guaranteed service is necessary.
- What You Will Need** – A computer or wireless device that supports the 802.11g Wi-Fi standard at minimum. Please refrain from using personal wireless routers or mobile Wi-Fi hotspots (as they may interfere with EAA’s wireless system). All rogue Wi-Fi devices are subject to deactivation.
- Configuration** – Configure your wireless network card (device) TCP/IP settings to “Obtain an IP address automatically.” Make sure your internet browser is automatically detecting settings (i.e., not using manual settings or an automatic configuration script). The browser should also not be using a proxy server.
- Setup** – Have your wireless network card (device) associate with the SSID “EAAVENDOR.” Input the password (will be issued in your 2020 check-in packet). After association, you should have an IP address automatically assigned and can begin using the service. If you have difficulty connecting, please contact the EAA Wi-Fi Help Desk number at (920) 230-7831 for assistance or to report an issue.

### 35. DRONE/sUAS/MODEL AIRCRAFT OPERATIONS.

As small-unmanned aircraft systems continue to increase in sophistication, popularity, and sales, it has become necessary for EAA to issue a clear policy regarding all Drone/sUAS/Model Aircraft operations on the EAA grounds during AirVenture. Utilizing much of the existing Academy of Model Aeronautics (AMA) model aircraft safety code, the following restrictions are issued regarding any operation of these types of devices during the entirety of AirVenture.



# EAA® AIRVENTURE® OSHKOSH™ EXHIBITOR APPLICATION CONTRACT

## OPERATIONAL RULES & REGULATIONS

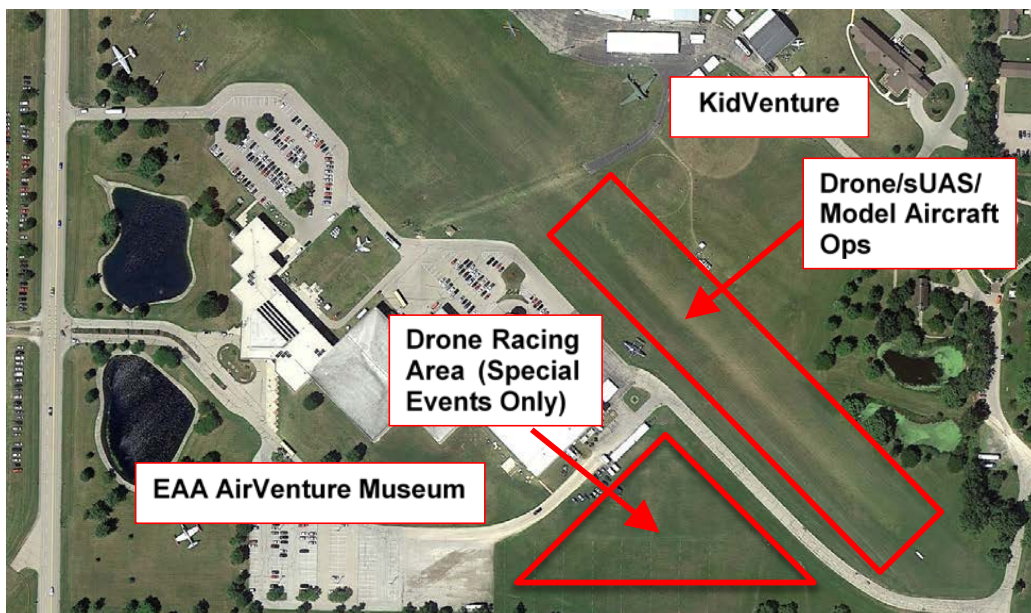
All Drone/sUAS/Model aircraft may only be flown in the designated outdoor area (see attached diagram) adjacent to the EAA Aviation Museum on EAA grounds, Monday – Saturday during the hours of 7:00 P.M. to 9:30 P.M. **Operations not sponsored by EAA on any part of EAA or Wittman Regional Airport property are prohibited.**

*This policy is not applicable to the EAA-sponsored drone cage, KidVenture, AirVenture acts incorporating Drones/sUAS/Model Aircraft as part of their performance, or any other operations sponsored by EAA.*

**The following limitations will be in effect for operations in the designated model aircraft area during AirVenture.**

### Drone/sUAS/Model Aircraft Pilots Must:

1. Be AMA members
2. Never fly in a careless or reckless manner.
3. Fly aircraft registered under Federal Aviation Administration sUAS registration program, if greater than 0.55 pounds.
4. Fly aircraft less than or equal to five (5) pounds takeoff weight.
5. Not fly more than 60 miles per hour.
6. Only operate 2.4 GHz radios (no 72 MHz radios allowed).
7. Not fly for compensation or hire.
8. Never fly directly over unprotected people, vehicles, or structures, and/or in a manner that endangers the life and property of others.
9. Never fly at a location where model aircraft activities are prohibited.
10. Always yield the right-of-way to all human-carrying aircraft.
11. See and avoid all aircraft and utilize a spotter when appropriate (AMA Document #540-D).
12. Not operate first-person view (FPV) devices (persons not acting as PIC or as a required observer may use such devices).
13. Never fly higher than 400 feet above ground level.
14. Ensure the aircraft is identified with the name and address or AMA number of the owner on the inside or affixed to the outside of the model aircraft.
15. Not operate aircraft with metal-blade propellers or with gaseous boosts except for helicopters operated under the provisions of AMA Document #555.
16. Never operate model aircraft while under the influence of alcohol or while using any drug that could adversely affect the pilot's ability to safely control the model (including both prescription and over-the-counter medications).
17. Not operate model aircraft carrying pyrotechnic devices that explode or burn, or any device which propels a projectile or drops any object that creates a hazard to persons or property.



## Academy of Model Aeronautics

5161 East Memorial Drive Muncie, Indiana 47302  
(800) 435-9262 – Membership Services  
[www.modelaircraft.org](http://www.modelaircraft.org)



## “SEE AND AVOID” GUIDANCE

### A. General:

1. The primary means to avoid collisions between all aircraft flying within our National Airspace System (NAS) is “See and Avoid.”
2. Vigilance must be maintained by each person operating an aircraft (whether model or manned) so as to “see and avoid” other aircraft.
3. Model aircraft must avoid manned aircraft. Our privilege to fly model aircraft in the NAS depends on our commitment to remain “well clear” of manned aircraft.
4. Simply avoiding an actual collision is not enough. A “near miss” is not acceptable.
5. Unless flying at a mixed-use site where manned and model aircraft routinely share airspace through their own site-specific rules, model aircraft must fly sufficiently far away from manned aircraft so as not to create a collision hazard.
6. Model aircraft flying must not only be safe, it must be perceived to be safe by the greater manned aviation community. Modelers must continually demonstrate their respect for the safety of manned aircraft by remaining vigilant and well clear.
7. Whenever a potential conflict arises between model aircraft and manned aircraft, the pilot of the model aircraft must always give way to the manned aircraft.
8. The pilot of a model aircraft must never assume the pilot of a manned aircraft can see the model or will perform any maneuver to avoid the model’s flight path.
9. Visual Line of Sight is required by the Safety Code. It means that visual contact with the aircraft must be maintained without enhancement other than by corrective lenses prescribed for the model aircraft pilot. All RC flying must remain clear of clouds smoke or any other obstruction to the line of sight.
10. “Blue Sky” is a term used to explain the method used to increase separation between a model and a manned aircraft in the same vicinity. The modeler should maneuver the aircraft in such a way as to increase the amount of blue sky perceived between the model and the manned aircraft. By increasing the blue sky separation, the question about depth perception is taken out of the equation and the modeler need not worry whether the model is closer to him than the manned aircraft or further away. Increasing the blue sky between the model and the manned aircraft automatically increases separation between them.

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11. A modeler should never place any consideration for the well-being of the model aircraft above the safety of manned aircraft. Maneuvering to avoid the conflict may require that the model aircraft be sacrificed.

12. Free flight models should not be launched with relatively low altitude manned aircraft in sight and downwind or headed downwind from the launch site.

### **B. Spotters:**

1. Before a flight, the pilot must insure that the spotter understands his/her duties and expectations.

2. A spotter should be used to assist in monitoring the surrounding airspace for manned aircraft whenever a flight is expected to exceed 400 feet above the ground and that operation is expected to be in proximity to known manned aircraft traffic such as at a mixed-use facility or within three miles of an airport. The spotter must have sufficient visual acuity and be mature enough to take this responsibility very seriously.

3. A spotter should also be prepared to assist his/her pilot in the event that another model aircraft or spectators become endangered or in turn are perceived to be a danger to the pilot or the pilot's model aircraft.

4. If a model aircraft pilot experiences what he or she considers a near miss with a manned aircraft, that model aircraft pilot should notify AMA Headquarters with a written report of the incident, including action taken by the model aircraft pilot to avoid the manned aircraft. This report is intended to help the modeler, the club, and the AMA capture as much detail as possible so that it may be used to assist all parties in recalling the particulars of the incident at a later time. Call 1-800-435-9262 (1-800-IFLYAMA) extension 230 or 251 for assistance with this report.

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