

# EAA® AIRVENTURE® OSHKOSH™ EXHIBITOR APPLICATION CONTRACT

## OPERATIONAL RULES & REGULATIONS

### SHOW SCHEDULE

**A. EXHIBIT SETUP.** Exhibitors may begin set-up and installation of their exhibit area, site, space, display, tent and/or booth (collectively these may be referred to herein as **"Exhibit Space"**) on THURSDAY, JULY 21, 2022 at 8:00 AM and must be fully completed and ready for display by 9:00 A.M., Monday, July 25, 2022. Exhibitors must be registered by 12:00 Noon the day preceding the convention. If there is a conflict with travel plans, please notify the Exhibit Office.

- Exhibitors that did not choose to have their check-in credentials packed and pre-shipped will check-in for credentials at the Exhibitor Check-In Point, located at the corner of Waukau Avenue and Foundation Road. Admission wristbands are provided free of charge for Exhibitor's convention staff, based on the number and type of booths assigned. 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 and AirVenture grounds.

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

MONDAY, JULY 25 – SATURDAY, JULY 30 FROM 9:00 A.M. TO 5:00 P.M.

SUNDAY, JULY 31 FROM 9:00 A.M. to 4:00 P.M.; ULTRALIGHT CLOSES AT 3:00 P.M.

Exhibitor agrees to maintain and operate its complete Exhibit Space during all hours of operation for the entire duration of EAA® AirVenture® Oshkosh™ (**"AirVenture"**). Exhibitor must ensure its Exhibit Space is open between these hours to actively promote its products and/or services, **and to maintain a positive and consistent AirVenture experience for all attendees. Space Allocation Priority will not be available to any Exhibitor who fails to comply. See Section 32 of these Operational Rules and Regulations.** Outdoor Exhibit Spaces 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 Space as stated above.

**C. BOOTH TEAR DOWN.** Sunday, July 31, 2022 at 4:00 P.M. is the official closing of all Exhibit Spaces. The Ultralight area will close at 3:00 P.M. Below is a timeline established by EAA for Exhibitor's dismantling of its Exhibit Space.

- Sunday, July 31, 2022
  - 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 booths and 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. : All exhibits close (Indoor, Main & North Aircraft Display and Fly Market)
  - 4:00 P.M. – 5:00 P.M.: Aircraft departure; Exhibitors may manually tear down Exhibit Space.
  - 4:00 P.M. – 6:00 P.M.: GES will deliver fiber cases and cardboard boxes. Exhibitors that are unsure if Exhibitor's case qualifies to be delivered should contact GES for clarification.
  - 5:00 P.M.: Exhibitors may pull vehicles (no semi-trailers) up to their building/space.
    - GES forklift services will not be available until Monday, August 1, 2022, at 8:00 A.M.
    - GES will deliver all empty crates overnight; they will be delivered to Exhibitors by 8:00 A.M. Monday,

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August 1, 2022. Empty crates will not be available or delivered to the Exhibitor before this time.

- Monday, August 1, 2022
  - 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, August 2, 2022 – 8:00 A.M. – 5:00 P.M.: Exhibitor tear down.
- Wednesday, August 3, 2022 – 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? On or around July 1, 2022, EAA will send Exhibitor an email with check-in process information which will contain a pass that Exhibitor will complete to indicate Exhibitor's Name and Site No.(s). This pass must be placed in the aircraft window upon landing. EAA's volunteer ground crew will direct you to the appropriate area and EAA's volunteer placement crew will place you into your Exhibit Space 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 21, 2022. EAA asks that all aircraft arrive no later than Sunday, July 24, 2022 for placement in your site. We will place aircraft from 8:00 A.M. to 5:00 P.M. from Thursday, July 21, 2022 through Sunday, July 24, 2022. Any aircraft arriving later than 5:00 P.M. on any one of these days will temporarily be placed overnight and moved in your display the following morning. If your aircraft arrives after 5:00 P.M. on Sunday, July 24, 2022 you run the risk of EAA not being able to accommodate your aircraft in your display space during AirVenture. Please keep in mind that Sunday July 24, 2022 is one of EAA's busiest days for Exhibitor Check-In and aircraft arrivals, so please feel free to arrive on or before Saturday, July 23, 2022, to avoid that traffic. All special arrival requests must be submitted to the Exhibit Office and must receive prior written approval from EAA.
- d. Have Your Site Ready. When designing your Aircraft Display, please keep in mind that EAA needs 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, EAA will do its best to place your aircraft in your display as soon as reasonably possible.
- e. Contact Cards. If EAA has to temporarily place your aircraft in an area other than your display space, Exhibitor will be asked to fill out a contact card (Company Name, Site No.(s), Contact Person Name & Mobile Phone Number). This will help EAA locate Exhibitor or its representative when EAA is ready to place the aircraft in the display.

### **3. AIRCRAFT/ENGINE REGULATIONS.**

- a. Aircraft Plans and Kits. In the event Exhibitor wishes or intends to offer aircraft plans and kits for sale at AirVenture and/or to advertise aircraft plans and kits for sale in EAA publications, then at least one example of such plans or kits must have: (i) received airworthiness certification by the FAA, or the civil aviation authority in the country of origin; (ii) reached the completion of any initial flight test requirement assigned by regulations and/or operating limitations; and (iii) 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 sixty (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.), and reduction unit (if applicable). The propeller may be a test club. The sixty (60) hours running time may be: (a) entirely on a test stand; (b) in an airframe (static); (c) flight time; or (d) a combination of (a) to (c).
  - 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 One Thousand U.S. Dollars (U.S. \$1,000.00) per aircraft, 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/ALCOHOLIC BEVERAGES AND INTOXICANTS.** An Exhibitor or sponsor may wish to hold a private (by invite only) function that includes food and beverages (non-alcoholic and/or alcoholic) within its Exhibit Space or at another designated location. With written approval from EAA, permission will be granted based on the event location and time and the date the request is made. All food must be provided by and contracted with an EAA approved and preferred caterer. **EXHIBITOR IS LEGALLY AND CONTRACTUALLY PROHIBITED FROM CONSUMING, SERVING, SELLING, OR OTHERWISE PROVIDING ANY ALCOHOLIC BEVERAGES IN ITS EXHIBIT SPACE OR ANYWHERE ELSE ON THE EAA OR AIRVENTURE GROUNDS, EXCEPT FOR ALCOHOLIC BEVERAGES PROVIDED BY EAA AS THE LICENSE HOLDER.** All alcohol beverage service must be provided by EAA and contracted with EAA's Events Director or other designated EAA Events team employee. All food and beverage (non-alcoholic and/or alcoholic) inquiries must be provided to [events@eaa.org](mailto:events@eaa.org) or (920) 426-6126.

5. **POLITICAL ACTIVITIES.** Exhibitors are prohibited from holding any kind of political fundraiser, campaign event, or engaging in other partisan political activity in their Exhibit Space or anywhere else on EAA or 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 or intervening in, any political campaign in support of, or in opposition to, any candidate for public office. **NO EXCEPTIONS.**
6. **ANTENNA/DISHES.** Small antennas/dishes are allowed provided that they do not interfere with AirVenture radio activity and are approved, in writing, 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 written authorization is provided by EAA prior to AirVenture. Only EAA's approved contractor 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 and absolute judgment, are prohibited.
8. **CAMPING.**
  - a. Exhibit Space Camping. Exhibitors camping in their assigned space in the Fly Market, Main Aircraft Display and the Homebuilt 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 located on the EXPOCAD Exhibitor Profile page under "File Uploads".
  - 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 will cause all aisles to be kept clean during AirVenture, including set up and tear down. To maintain maximum cleanliness, Exhibitors shall appoint one of their staff to clean the Exhibit Space at the close of each day; debris should be placed neatly in the aisle where it will be collected by EAA. The Exhibitor will be responsible for additional cleaning as is required and shall keep its Exhibit Space clean and orderly at all times. **IF THERE IS ANY ONGOING RISK OF INFECTION RELATING TO COVID-19 OR ANY OTHER PANDEMIC OR KNOWN DISEASE, EXHIBITOR MUST COMPLETELY SANITIZE AND DISINFECT ITS EXHIBIT SPACE AND ALL HARD SURFACES AND MERCHANDISE AT LEAST AS FREQUENTLY AS REQUIRED OR RECOMMENDED BY CREDIBLE AND/OR AUTHORIZED EXPERTS AND AUTHORITIES, OR BY EAA. EAA may charge liquidated damages of One Thousand U.S. Dollars (U.S. \$1,000.00) per occurrence for cleaning Exhibitor's Exhibit Space either during or after AirVenture. Exhibitor agrees that such liquidated damages are reasonable and fair, and will pay any such liquidated damages promptly upon written notice from EAA.**

**10. DEMONSTRATIONS.** Any demonstrations that result in an increased likelihood of liability will not be allowed (e.g., fires). **NOTICE:** EAA will not assign indoor Exhibit Space to Exhibitors performing demonstrations using or involving drilling, sanding, machining, etc. If Exhibitor has any questions regarding product demonstrations, please contact EAA's Exhibit Office for clarification.

**11. ELECTRICAL.**

- a. Indoor Exhibits. All standard indoor exhibit 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/Homebuilt 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 18 – July 31, 2022. Please make sure that family members, business associates and others know your BOOTH NUMBER and COMPANY NAME when calling.

- c. Medical Facilities

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 flammable materials on the EAA or 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) 236-5242 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 below 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 Exhibitors' 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) 236-5242 or by visiting <http://www.ci.oshkosh.wi.us/Fire/prevention.htm>.
- iii. Materials used in the construction and decoration of an Exhibit Space must be flame retardant. Any companies not using GES's or Arena's material(s) in the construction and decoration of their Exhibit Space 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: One 2A:10B:C type extinguisher must be provided in every tent having a floor area of more than 500 square feet but less than 1,000 square feet and also one in each adjacent tent. One additional 2A:10B:C type extinguisher must be provided for each additional 1,000 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) 236-5242 for compliance requirements.
- vi. No fires allowed to demonstrate product – No fuel is allowed in your Exhibit Space.

**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 five (5) gallons 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 the display or use of flammable and/or combustible liquid.

**c. ALL OUTDOOR EXHIBITORS**

- i. All tents must be fire retardant (NFPA 701). Flame resistance label must be on the tent fabric or manufacturer's certification. A 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:20B:C) fire extinguisher is required. The maximum travel distance to a fire extinguisher shall be 75 feet. A fire extinguisher shall be mounted or secured to prevent accidental discharge. The fire extinguisher shall be nearby for welding and any other spark producing demonstrations or exhibits.
- iii. Exits shall be spaced at approximately equal intervals and must 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: Aisles shall be at least 44 inches wide, be clearly marked, and maintained free and clear at all times to the public way. Guidewires, 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 are 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 500 gallons or less 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 Space. 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, but 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 use and demonstrations if safety, security, or other exhibitor or public complaints become a concern.

**15. GIVEAWAYS.** The State of Wisconsin requires that EAA, as the host of AirVenture, obtain and maintain information on any giveaway promotions by any entity or individual during AirVenture. EAA must comply, and EAA also wishes to serve EAA members and AirVenture attendees who inquire as to the winners of a particular giveaway. Please register any and all giveaway promotions with the Exhibit Office and timely advise EAA of the winner(s) name(s), once determined.

**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); and (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 twenty-five (25) feet in height.

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

**19. MEDIA/RECORDINGS POLICY.**

- a. EAA acknowledges 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 AirVenture 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 or infringement 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 Media/Recordings Policy also prohibits use of AirVenture Recordings, and EAA trademarks and trade names in secondary promotional usages, such as promotional portfolios, websites 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 any 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 Exhibit Space to accost or approach potential customers in the aisle.
- f. EAA reserves the right to bar from any Exhibit Space any material, literature, person, or thing that is not, in EAA's sole and absolute discretion, consistent with the character, purpose and/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"), are permitted. (Note that emotional support animals, comfort animals, and therapy animals are not Service Animals under the ADA.)

**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 activities and/or offerings.
- b. Microphones/Audio Visual and other similar 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 Exhibit Space(s) so that DVDs/VCRs allow for customer viewing 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 Exhibit Spaces 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.** While on the AirVenture grounds, Exhibitor 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 AirVenture. **All items shipped to EAA or the Exhibit Site that do not use the addresses below will be refused and sent back.**

- Advanced Shipments to EAA Warehouse (Shipments to arrive on or between June 17 - July 15, 2022): GES, EAA® AirVenture® Oshkosh™ 2022, Exhibiting Company Name, Booth Number, TForce, 1700 Tower Dr., Kaukauna, WI 54130, USA.
- Direct Shipments to Exhibit Site (Shipments will be accepted between July 21 – July 31, 2022): GES, EAA® AirVenture® Fly-In 2022, Exhibiting Company Name, Booth Number, Wittman Field, 1001 W. Waukau Ave., Oshkosh, WI 54902, USA.

**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 for approval by EAA no later than December 31, 2021. See the Preparing Your Exhibit/Service Contractors area on the EAA Exhibitors Webpage for approved landscapers.

**30. SMOKING.** Exhibitor and its employee, agents, volunteers, guests and contractors shall not smoke in commercial Exhibit buildings, or within twenty-five (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 exhibit booth(s) assigned to the Exhibitor presenting such material.

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

- a. Application for Exhibit Space must be made directly to EAA.
- b. Exhibit Space assignments will begin in September 2021. 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 Exhibit Space, in EAA's sole discretion.
- 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 and any Exhibit Space, 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 or mail.

**2022 APPLICATION/PAYMENT DEADLINES**

Discount Registration: (2% discount, if paid in full).....	9/1/2021
Priority Rating*: (first right of refusal).....	9/1/2021
Regular Registration: (2022 posted rates).....	9/2/2021 - 3/31/2022
Late Registration: (2% added to posted rates).....	Begins 4/1/2022

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

EAA is offering a discounted booth rate to those that submit their Application with full payment by September 1, 2021. Instead of paying the 2022 booth rates you can book your space with a 2% discount off of the posted prices.

**2. How to retain your Prior Year’s Exhibit Space?**

For AirVenture 2021, EAA modified its exhibitor layouts and created a number of temporary placements. As a result, EAA will not provide a right of first refusal to Exhibitors for Exhibit Space at AirVenture 2022 strictly based upon the Exhibit Space that an Exhibitor had at AirVenture 2021. Instead, AirVenture 2022 Exhibit Space will be first offered to Exhibitors who operated an Exhibit Space at AirVenture 2021 with the right of first refusal prioritized based upon said Exhibitor’s 2021 Exhibit Space. Exceptions to the requirement that the Exhibitor must have operated an Exhibit Space at AirVenture 2021 will only be granted to Exhibitors who were unable to attend AirVenture 2021 due to government-imposed travel bans and restrictions. Applications for AirVenture 2022 Exhibit Space must be submitted directly to EAA with 50% deposit paid by September 1, 2021, with the remaining balance due by December 31, 2021. If Exhibitor’s Application is submitted after September 1, 2021, there is no guarantee Exhibitor will be able to reserve the same Exhibit Space that Exhibitor had at AirVenture 2021.

\* Note that any Exhibitor that failed to maintain and operate its Exhibit Space during all exhibit hours of operation for the entire duration of AirVenture 2021 and AirVenture 2022 will not receive any space allocation priority in 2023.

**3. How to expand or relocate your Prior Year’s Exhibit Space?**

Application for AirVenture 2022 Exhibit Space must be submitted directly to EAA with 50% deposit paid by September 1, 2021, with the remaining balance due by December 31, 2021 to guarantee Exhibitor is included in the first round of Exhibit Space assignments. Exhibitor is responsible for making sure that its expansion or relocation request is clear and obvious on the submitted Application.

**4. How do new Exhibitors apply for Exhibit Space?**

Application for AirVenture 2022 Exhibit Space must be submitted directly to EAA with 50% deposit paid by September 1, 2021, with the remaining balance due by December 31, 2021 to guarantee Exhibitor is included in the first round of Exhibit Space assignments.

**5. When will Exhibit Space placement begin?**

Exhibit Space assignments will begin September 10, 2021. EAA will start by placing all applicants who participated as an Exhibitor at AirVenture 2021, who have submitted their Application by the September 1, 2021 deadline and who are requesting to retain their 2021 Exhibit Space. EAA will then follow the “Priority Rating for Exhibit Space Allocations”, below, for all Exhibitors requesting to expand and/or relocate their Exhibit Space and all new

# EAA® AIRVENTURE® OSHKOSH™ EXHIBITOR APPLICATION CONTRACT

## OPERATIONAL RULES & REGULATIONS

Exhibitors.

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

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**PRIORITY RATING FOR EXHIBIT 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

**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, 2021**

- Product Type
- Registered Date
- Lottery Draw

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

**33. VEHICLES AND MOBILITY DEVICES.**

**Note:** The use of golf carts, mini-bikes, bicycles, Segways®, and other personal vehicles and mobility devices are generally prohibited on the AirVenture grounds, except for standard four-wheeled or three-wheeled mobility scooters, whether owned by the rider or rented from EAA's authorized on-site vendor. Persons who require use of a personal mobility device because of a mobility disability may obtain a special sticker for his or her own qualifying Segway device, issued by EAA Security personnel under EAA guidelines. Golf carts are not permitted as mobility disability devices.

- a. Display – If Exhibitor requires the use of a vehicle in its Exhibit Space during show hours, Exhibitor must contact EAA's Exhibit Office and receive written approval.
- b. Movement – All approved display vehicles must be in place in the Exhibit Space 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 One Thousand U.S. Dollars (U.S. \$1,000) per vehicle, per occurrence, plus any

other applicable remedies hereunder or at law.

- c. Parking – Exhibitor parking is located in G Lot, which is north of Waukau Ave.
- d. 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 one 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 AirVenture 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.**

- a. **Cost** – EAA's wireless local area network (Wi-Fi) is complimentary (no charge) for the time period from July 25, 2022 through July 31, 2022.
- b. **Service Level** – Exhibitors will find the dedicated Wi-Fi inside each Hangar A-D as well certain areas on EAA and AirVenture grounds as illustrated in the AirVenture Visitor's Guide or depicted by EAA Wi-Fi signage displayed in coverage areas. Outdoor exhibitors may only see the SSID if they are in very close proximity to one of these areas. The Wi-Fi is a BEST EFFORT service, with no guarantee of connectivity or performance. Exhibitors are encouraged to use the SSID "EAAVENDOR" where visible as you will be given prioritized service when using this network. If guaranteed service is required for Exhibitor's operations or activities at AirVenture, please make arrangements for fixed, hardwired access to be provided.
- c. **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.
- d. **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.
- e. **Setup** – Have your wireless network card (device) associate with the SSID "EAAVENDOR." Input the password (will be issued in your 2022 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.

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 KidVenture®, pre-approved AirVenture acts incorporating Drones/sUAS/Model Aircraft as part of their performance, or any other operations sponsored by EAA.*

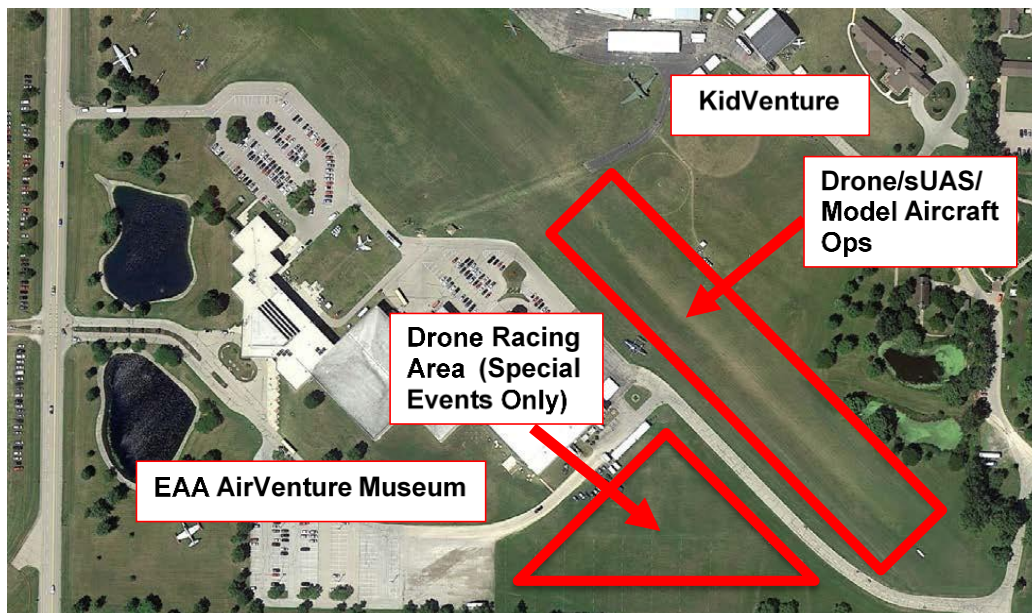
**The following limitations will be in effect for operations in the designated model aircraft area during AirVenture.**

**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 sixty (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 four hundred (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.

# EAA® AIRVENTURE® OSHKOSH™ EXHIBITOR APPLICATION CONTRACT

## OPERATIONAL RULES & REGULATIONS



## **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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