

2018 Special Event Request Form on Exhibit Grounds



**Please fill out the below form completely
and return no later than May 1, 2018.**

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

(See next page for Event & Alcohol Policy)

| Internal Use Only | | |
|--|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> B.D. | <input type="checkbox"/> Events | <input type="checkbox"/> Facilities |
| <input type="checkbox"/> Risk Management | <input type="checkbox"/> Security | |
| Additional Information: <input type="checkbox"/> Layout <input type="checkbox"/> Insurance | | |
| Received on: _____ | | |

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Event Contact Person: _____ E-mail: _____

Office Phone: _____ Cell Phone of Onsite Contact: _____

EVENT INFORMATION

Event Name: _____ Date of Event: _____

Event Start Time: _____ ☐ AM ☐ PM Event End Time: _____ ☐ AM ☐ PM

Number of Guests Attending: _____ Purpose of Event: _____

Booth/Site Location #(s): _____ Tent Size: _____ Booth/Site Sq. Feet: _____

* **Food Needs**

Food Served: ☐ Yes ☐ No

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

Menu Ideas: _____

Preferred Caterer(s): _____

Budget: _____ Per Person: _____

* **Beverage Needs** All alcoholic beverages must be arranged through EAA's Events Department.

Alcohol Served: ☐ Yes ☐ No

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

Budget: _____ Per Person: _____

* **Additional Requests** (EAA may require security for some events based on size and scope of event.)

Security ☐ Yes Qty: _____ ☐ No

Event Entertainment: ☐ Yes ☐ No Type: _____

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

EAA Events Department
Kelly Zanders: 920-426-6281

GES Exposition Services
800-475-2098

EAA Events and Alcohol Policy on Exhibit Grounds



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

- Exhibitors/Sponsors must complete and return by stated deadline a fully completed Special Events Request Form with a diagram of the exhibits intended floor plan.
- Insurance: Exhibitor/Sponsor must provide a valid certificate of insurance, evidencing Commercial General Liability and Host Liquor Liability (if serving alcohol) with limits not less than \$1,000,000, to include as additional insured Experimental Aircraft Association, Inc., EAA Aviation Foundation Inc., and each of their respective officers, directors, employees, members, affiliates and divisions. Certificate MUST be returned with Special Event Form.
- All guests must be able to be contained in exhibit with no spill over onto roadways or neighboring exhibits and must be by invitation only.
- Alcoholic beverage service may be offered after **5:30 p.m.** with a maximum of 3.5 hours of bar service. Last call will be 15 minutes prior to bar takedown. Set start times and end times must be established and adhered to. Alcoholic beverage service may not begin before **5:30 p.m.** and alcoholic beverage service on grounds may not run any later than 10:30 pm.
- EAA reserves the right to check for proof of I.D. No one under the age of 21 will be allowed to consume alcoholic beverages for any reason.
- All alcohol must be distributed by an EAA licensed bartender to the exhibitor/sponsor's invited guests; no retail sales will be permitted. **Hosted bar events** will only be allowed, with 2 drink per I.D. per service.
- EAA reserves the right to monitor the function, and at any time, discontinue alcoholic beverage service should it be warranted in EAA's sole judgment.
- Catering requests must be placed through an EAA preferred caterer. EAA must be notified of the selected caterer.
- Catering requests for non-alcoholic beverages must be placed through an EAA preferred caterer.
- Catered events may not be open to the public and rather must be by limited invitation only and pre-approved by EAA's Event Department.
- No exhibitor/sponsor events are permitted in Camp Scholler.
- Entertainment must be approved by EAA prior to booking. Entertainers are subject to the same insurance requirements as listed above, which must be met prior to approval.
- If additional security is deemed necessary, the exhibitor/sponsor will be billed accordingly.

The following must be attached to this form:

1. Floor plan/layout of the booth/site space
2. Certificate of Insurance that meets requirements listed above.