

AV FAIR & EVENT CENTER CATERING

SPECIAL EVENT APPLICATION

This is an application ONLY. It does not guarantee a rental date. A rental date is only guaranteed when a deposit has been received and a contract has been signed by the rentor AND Fair management and approval of the FOF Board of Directors (if applicable). If your application is accepted you will be required to submit a deposit within one week of acceptance.

Deposit required is as follows:

<i>INDOOR</i>	<i>H.W. Hunter Pavilion \$3,000</i>
	<i>Van Dam Pavilion \$2,500</i>
	<i>Antelope Valley Harley Davidson Legacy Hall \$1,000</i>
<i>OUTDOOR</i>	<i>La Plaza Pavilion & Waterfall \$1,000</i>
	<i>Marco & Sandra Johnson Grand Oasis \$1,000</i>
	<i>Heritage Park, Poppy Lawn or Lilac Lawn \$1,450</i>

- **Decorating Restrictions:** NO glitter or confetti will be allowed in the buildings. Nothing attached to walls or ceilings will be allowed. NO tape. All decorations must be free standing.
- Applications for all dances, concerts, carnivals and other events that may be deemed hazardous or requires approval from the Division of Fairs and Expositions must be on file in this office not less than ninety (120) days prior to your requested rental date.
- **NO ADVERTISING or TICKET SALES** may take place before there is a signed contract on file.
- Events that require **special licenses or permits** must provide copies at the time the contract is signed. Any additional required inspection (ex. CAL Fire, etc.) will be at the renter's expense.
- **If application & deposit is not received within 7 days of reservation, your reservation will be cancelled.**
- **Events must be canceled in writing by the rentor.**

CANCELLATION FEES

After booking and deposit is made, there are **NO REFUNDS**

I have read and understand the process of applying for an event on the grounds of the Antelope Valley Fair & Event Center.

Name of Applicant (print)

Date

Signature

Please complete application as thoroughly as possible so that we have a clear understanding of your event needs.

- We cannot use your last event information – A new application must be filled out for each event.
- You may have a venue walk through with the Fair’s Event Coordinator.
- You are required to provide all set up information and layout needs 10 days before your event. More time may be needed if there are any special needs. It is the Renter’s responsibility to communicate all necessary information.
- Our normal business hours are 8 am to 5 pm. Special arrangements need to be made for setting up outside of those hours. We may be closed on weekends depending on fairground’s activities.
- Set-up or decorating times are needed in advance so we can schedule staff to be here for you.

The contact you have listed will be the Point of Contact that our Event Coordinators will be communicating with and will be authorized to make decisions on behalf of the Renter.

Name of Renter: _____ Today’s Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact name: _____ Phone: _____ Cell: _____

E-mail: _____

Event Date: _____ Estimated Attendance: _____ Building(s) to be used: _____

What type of event are you having? _____

Set-Up Time (Day of Event from 8am – 5pm only): Set-up Time: _____ to _____

Event Time:

Time doors open for event: _____ Event hours: _____ to _____ Time you will vacate building _____

SOUND SYSTEM

Will you be using our Sound System? NO YES If YES, please fill out the Advanced Audio Sheet

CATERING

Will your event be: BUFFET _____ SIT DOWN SERVICE _____

(Room Charge may apply)

ALCOHOL

Do you want to request a bar at your event? YES NO *(\$165 set-up will apply)*

SOUND

I will need a P.A. System with a wireless microphone for my event. \$250.00

Please complete the Audio Advance Sheet

I will be using an outside sound company for my event.

The following companies are pre-approved to work at the Fair and will not need further approval:

(All other companies will need to be approved)

Profound Entertainment 661-810-3731

West Works Live 661-723-0939

Streamline Productions 661-524-0405

Music Mania 661-618-6455

INSURANCE

Liability Insurance must be on file with the Fair at least 30 days prior to your event. If liability insurance is not on file in a timely manner, coverage may be purchased through California Fair Services Authority and charged to the renter.

Please check one of the following:

- I would like to purchase liability insurance through the CFSA – Fee is contingent upon attendee amount
- I would like to provide 2 certificates of liability insurance naming 1) FOF 2) AVFA as per guidelines of Exhibit B
- I am on the master list with CFSA # _____ Expires _____
- I am a City, State, or Federal Agency and will provide a certificate letter of Self-Insurance from the Insurer.

DIGITAL MARKETING PACKAGE I would like to add the Digital Marketing Package # _____

ADDITIONAL SET-UP, TEAR-DOWN, and EQUIPMENT INFORMATION

Audio Advance Sheet

Fair Recommended Sound Companies:

Profound Entertainment: 661 810-3731

West Works Live 661 723-0939

Streamline Productions 661-524-0405

Music Mania 661-618-6455

All other sound companies **must** be **pre approved** by Fair prior to contracting.

Name of Organization: _____

Contact Individual(s): _____

Phone Number(s) for the Above: _____

Date of Event: _____ **Hours of Event:** _____

Arrival of Event Personnel (the time when the first of your people arrive): _____

Is there a rehearsal: Yes No If yes, what time/day? _____ / _____

Sound Requirements for the Event (please fill out as best as you can):

Have you hired an Outside Sound Company to handle your Event? Yes No

If Yes, Please Provide their Name and Phone Number: _____

If No, Please Continue Filling Out the Below Questionnaire.

Is there Prerecorded Music to be used for the Event? Yes No

If yes, is it a: Compact Disc Cassette Other _____

Is there Live Music Performed at the Event? Yes No

If Yes, Please Describe: _____

Is there Spoken Word from a Fix Location (podium or table)? Yes No

Is there Spoken Word from Various Locations requiring a Wireless Microphone? Yes No

If Yes, Please Describe: _____

Do you have Vocalist Singing for the Event? Yes No

If Yes, are they singing to: Prerecorded Music Live Music

Public Event Information

For those promoting an event that is open to the public, your potential customers may be contacting this office for information. **The information you provide may be posted on our web site, freeway video display or phone recording.**

Event Name: _____

Event Description: _____

Public Contact Person: _____

Public Contact Phone Number: _____

Public Contact email: _____

Event Website: _____

Event Date: _____

Event Hours: _____

Tickets may be purchased at: _____

Pre-Sale Ticket Price:

Adults aged _____ & up: \$ _____

Seniors aged _____ & up: \$ _____

Children aged _____ to _____ : \$ _____

Children aged _____ & under: FREE

Parking: \$5 (*unless special arrangements have been made with AVFA management*).

Ticket Price at Door:

Adults aged _____ & up: \$ _____

Seniors aged _____ & up: \$ _____

Children aged _____ to _____ : \$ _____

Children aged _____ & under: FREE

MARQUEE: (Freeway Video Display Board) 4 lines or less

Event Name: _____

Date: _____

Website: (preferred) _____

Brief Message: _____

ENHANCED DIGITAL MARKETING

Package #1 Total Investment \$1,500

- **Social Media** - *activity begins 2 weeks prior to your event*
 - Event posted on A.V. Fairgrounds' Facebook Page
 - For ticketed events: TWO contests will be created & posted on the Facebook page.
Promoter will need to provide 8 tickets as prizes. *Contests to win tickets are the most successful because participants "share" the contest with their followers which greatly increases the amount of people that will learn about your event.*
 - Contest #1
 - "Like" this Post – winner of a 4 pack of tickets will be drawn from the participants that "liked" the post.
 - Contest #2
 - "Trivia" - (question & answer provided by the promoter) – winner of a 4 pack of tickets will be awarded to the first to provide the correct answer
 - Trivia question with a link to the promoters website for contest participant to search for the correct answer.
- Digital Billboard Advertisement – One large advertisement 10' x 21' on the lighted Digital Billboard located at 20th Street West, 166' north of Avenue J in Lancaster.
Appearance: 2,664 times a day: 24/7
Impressions per day: 1,275 times per day, 8,927 per week
- Analytic reports measuring the success of the campaign is included in this package.

Package #2 Total Investment \$2,000

- **Social Media** - *activity begins 2 weeks prior to your event*
 - Event posted on A.V. Fairgrounds' Facebook Page
 - For ticketed events: TWO contests will be created & posted on the Facebook page.
Promoter will need to provide 8 tickets as prizes. *Contests to win tickets are the most successful because participants "share" the contest with their followers which greatly increases the amount of people that will learn about your event.*
 - Contest #1
 - "Like" this Post – winner of a 4 pack of tickets will be drawn from the participants that "liked" the post.
 - Contest #2
 - "Trivia" - (question & answer provided by the promoter) – winner of a 4 pack of tickets will be awarded to the first to provide the correct answer
 - Trivia question with a link to the promoters website for contest participant to search for the correct answer.
- Digital Billboard Advertisement – One large advertisement 10' x 21' on the lighted Digital Billboard located at 20th Street West, 166' north of Avenue J in Lancaster.
Appearance: 2,664 times a day: 24/7
Impressions per day: 1,275 times per day, 8,927 per week
- AV Fair Homepage & YouTube Presence
 - One banner as (fair created with event provided artwork) that continuously scrolls across the TOP of the avfair.com Homepage.
 - One client-provided camera ready VIDEO promoting event posted on BOTTOM of the avfair.com Homepage.
 - One client-provided camera ready VIDEO promoting event posted on A.V. Fair YouTube site.
- Analytic reports measuring the success of the campaign is included in this package