

Special Event Application
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SPECIAL EVENTS 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 renter AND Fair management and approval of the AVFA Board of Directors (if applicable).

If your application is accepted you will be required to submit a deposit within two weeks of acceptance. Deposit amount is the same as the Base Rental Rate of the Building. Deposit required is as follows:

INDOOR	H.W. Hunter Pavilion \$3175.00 Van Dam Pavilion \$1905.00 NO OUTSIDE CATERING ALLOWED IN ABOVE PAVILIONS Antelope Valley Harley Davidson Legacy Hall \$1020.00 R. Rex Parris Arena, \$1155.00 L.A. County Farm Bureau Community Hall \$925.00
OUTDOOR	La Plaza Pavilion & Waterfall \$1,000.00 Marco & Sandra Johnson Grand Oasis \$1,100.00 Heritage Park, Poppy Lawn or Lilac Lawn \$1,595.00

***Applications for all dances, concerts, carnivals and other events that are deemed hazardous or requires approval from the Division of Fairs and Expositions must be on file in this office not less than ninety (90) days prior to your requested rental date.

***Events that require special licenses or permits must provide AVFA with 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 14 days of reservation, your reservation will be cancelled.

***Events must be canceled in writing by the renter.

CANCELLATION FEES

After booking and deposit is made, if cancellation occurs:

30 days after booking: Renter is subject to a cancellation fee of 50% 30

days of event date: Full balance of deposit will be forfeited.

If event is booked within 30 days of event date: full balance of deposit will be forfeited.

The Fair may charge a parking fee to each vehicle parking in Fair parking lots, unless special arrangements have been previously made with AVFA Management.

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

Name of Applicant (print)

Date

Signature

Please fill this out as completely as possible.

We need your event information to help you coordinate a successful event.

- We cannot use your last event information – A new application must be filled out for each event.
- It is always a good idea to come in a day or two before your event and check the set-up and let our staff know if there are any changes that need to be made.
- 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 activities.
- Set-up or decorating times are needed in advance so we can schedule staff to be here for you. Thank you for your cooperation.

(This will be the contact that AVFA will be communicating with. The contract will be sent to this address.)

Name of Renter: _____ Today's Date: _____

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

Contact name: _____ Phone: _____ Cell: _____

E-mail: _____ Fax: _____

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

What type of event are you having? _____

Set-up date: _____ Set-up Time: _____ to _____ Time you will vacate after set up: _____

Day one: date: _____ Time you will arrive: _____

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

Day two: date: _____ Time you will arrive: _____

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

Day three: date: _____ Time you will arrive: _____

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

Tear-down date: _____ Set-up Time: _____ to _____ Time you will vacate after set up: _____

ADDITIONAL SET-UP/TEAR-DOWN INFORMATION

ALCOHOL

Do you want to request a bar at your event? YES NO (\$165 SET-UP FEE MAY APPLY)

Is it permissible with you to have alcohol sold at your event? YES NO

If NO, please state why: _____

CONCESSIONS

Does your event require concessions? NO YES

If YES, Time requested: _____ If NO, please state why: _____

We reserve the right to sell ALCOHOL & CONCESSIONS at your event (at no charge to you).

SECURITY: Please provide the security schedule you are requesting (Security Guards are required if alcohol is served, \$25.00 per man-hour).

Date: _____ how many guards _____ from _____ am/pm to _____ am/pm

Date: _____ how many guards _____ from _____ am/pm to _____ am/pm

Date: _____ how many guards _____ from _____ am/pm to _____ am/pm

EQUIPMENT (if you are unsure of exact numbers, please put an estimate, adjustments can be made at a later time)

ITEMS	PRICE	# NEEDED
Banquet Tables (8')	\$7.50 each	
Round Tables (5')	\$7.50 each	
Chairs	\$2.35 each	
Podium	\$10.00 each	
Barricades	\$10.00 each	

ITEMS	PRICE	# NEEDED
Electrical Drops	\$50 each	
Dumpsters	\$60 each	
Ticket Booths	\$100 each	
Phone Lines	Call for Price	
Wi-Fi	Call for Price	

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 by AVFA)
Profound Entertainment 661-810-3731
West Works Live 661-723-0939
Streamline Productions 661-524-0405

INSURANCE

Every event on the Fairgrounds must be covered by liability insurance. You may provide your own certificate, but it must include the required wording and list the AVFA as additionally insured as per Exhibit B of your contract packet.
***Liability Insurance must be on file with AVFA at least 30 days prior to your event. If liability insurance is not on file in a timely manner, coverage will 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
- I would like to provide a certificate of liability insurance as per the 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.

HARAZDOUS ATTRACTIONS

Will you be having any ATTRACTIONS that may be considered Hazardous by the State of California? (air jump, pony rides, carnival attractions, dunk tanks, etc.)

NO YES If YES, please list:

If YES, you will need to provide a certificate of liability insurance.

Not all hazardous attractions may be ok to purchase liability insurance through CFSA.

PERMITS & LICENSES

Please list any permits/license that you currently hold: _____

Please list any inspections that you will applying for prior to your event: _____

RV PARKING

Will RV's be parking on the grounds? NO YES If YES, approximately how many?

\$25/30 per overnight RV

\$15 per day parking (no electrical)

RV's are not permitted to park on the grass or block fire lanes.

Overnight RV parking (not in the RV park must be preapproved by management) will need to double lock a lock of yours with a lock of ours, so both you & AVFA may access the necessary gates for safety & emergency vehicles.

VENDOR INFORMATION

Will you have any vendors selling merchandise at your event? NO YES

If YES, you will need to collect a certificate of liability insurance naming you as additionally insured or purchase a group vendor insurance policy from CFSA.

If YES would you like to:

Collect certificates of liability insurance from your vendors.

Purchase a group vendor policy from CFSA.

VENDOR PARKING

Do you need special arrangements made for vendor parking? NO YES

Will you need to make arrangements for vendor parking passes? NO YES

NO ADVERTISING OR TICKET SALES MAY TAKE PLACE
BEFORE A SIGNED CONTRACT IS ON FILE IN THE AVFA OFFICE.

Please remember to provide the AVFA with copies of posters, fliers or brochures advertising your event and keep us informed of any changes in ticket sales, policies, prices or sales locations, as we must answer telephone inquiries and provide information to newspapers and mailers that advertise Fair events.

ENHANCED DIGITAL MARKETING PACKAGES

The A.V. Fair offers *complimentary* Marketing services to help promote all paid events (2 weeks prior to the start date) on:

- **A.V. Fair website** (avfair.com): Upcoming Events Calendar
- **A.V. Fair Social Media sites:** Facebook (facebook.com/antelopevalleyfair), Twitter (twitter.com/AVFairgrounds), & Instagram (Instagram.com/avfairgrounds) – ***One (1), text-only post, no artwork***

- **A.V. Fair Video Display Board** (located alongside the Hwy 14, A.V. Freeway/fairgrounds – *One (1), text-only post (4 brief lines or less)*)
- **Lancaster Chamber of Commerce website** (Lancasterchamber.org) Calendar of Events section, *text-only post.*

(See attached Enhanced Digital Marketing Packages for more information on Packages # 1 & #2)

- I would like to add the Enhanced Digital Marketing Package #1
- I would like to add the Enhanced Digital Marketing Package #2

_____ Initial Deposit holds building, event is not guaranteed until contract is issued.

OFFICE USE ONLY

Signature

DATE: RECEIPT: AMOUNT:

Audio Advance Sheet

Fair Recommended Sound Companies:

Profound Entertainment: 661 810-3731

West Works Live 661 723-0939

Streamline Productions 661-524-0405

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

Is there anything else that you can communicate to us in providing sound for your event?

Thank you for taking the time in filling out this questionnaire and to help us better serve you.

Public Event Information

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

AVFA offers 2 exciting Digital Marketing Packages to help promote your Special Event.

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.