



# AIR SHOW EXHIBIT SPACE APPLICATION

## Robins AFB Air Show

### 28 - 29 September 2019

THIS APPLICATION DOES NOT GUARANTEE PARTICIPATION

**Please submit application to: [Robins.AirShow2019@gmail.com](mailto:Robins.AirShow2019@gmail.com)**

Date of Application: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Point of Contact (name/title): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website Address (URL): \_\_\_\_\_

Description of Product or Service: \_\_\_\_\_

\_\_\_\_\_

Description of your display (attach a photo if available):

**BOOTHS ARE FOR INFORMATION ONLY. SALE OF ANY PRODUCT IS NOT AUTHORIZED; unless under contract.**

Booth space consists of one (1) 10 ft. x 10 ft. lot. Organizations are responsible for bringing their own equipment.

Booth space will be designated on day of setup.

Space is limited and will be approved by the exhibits committee. We will do our best to accommodate all requests.

Please check preference:    Indoor    or    Outdoor

Preferred Size (if other than 10'x10'): \_\_\_\_\_

Power is limited for exhibit information booths and cannot be guaranteed.

We agree to abide by the purpose and rules of the Robins AFB Air Show as printed in the attached literature.

**Submit your application to the Air Show Exhibits Committee at [Robins.AirShow2019@gmail.com](mailto:Robins.AirShow2019@gmail.com).**

**Retain a copy for your records. Use the same email for concerns/questions.**

Name (print)

Signature \_\_\_\_\_

**Exhibit Staff Use Only:**

Date Received \_\_\_\_\_ Confirmed Booth Assignment \_\_\_\_\_

**PURPOSE AND RULES**

(1) PURPOSE: The Air Show exhibits/booths will allow organizations to display equipment, products, and services in their support of the role and mission of Robins AFB.

(2) AVAILABLE SPACE: A limited number of exhibit spaces are available in a Hangar or outdoors. These booth spaces will be 10' x 10' unless a larger space is requested and approved by the exhibits committee.

a) Organizations are responsible for providing required equipment, i.e. pop-up canopy tent, tables, chairs, easel, etc.

b) Access to power (115 volts, 60 Hz AC, 15 amperes per 10' x 10' space) is limited and must be approved by the committee (extension cords will not be provided).

(3) RESERVING BOOTH SPACE: Please return your signed request no later than 30 Aug 19. Send written notification of cancellation to the Exhibits Committee no later than 13 Sep 19, if your contract cannot be fulfilled.

(4) ASSIGNMENT OF SPACE: Spaces will be assigned by the Exhibits Committee based on the following priority: 1) Robins assigned organization; 2) Robins contractor; 3) Members of the Middle Georgia Military Affairs Committee; 4) other organizations. The exhibits committee will attempt to accommodate location requests by exhibitors based on these criteria. However, the committee will make the final decisions in the best interests of the event. Priority may be given to organizations that actively support Robins AFB. Final assignments will not be confirmed until we can get an indication of how many exhibitors we will have. Your patience and understanding is appreciated.

(5) SHOW HOURS: The gates to the Air Show will be open to the public from 0900-1700.

EXHIBITORS MAY BEGIN TO ASSEMBLE THEIR EXHIBIT ON FRIDAY, 27 SEP 19; TIMES TO BE DETERMINED. EXHIBITORS MAY NOT DISMANTLE PRIOR TO 1600 ON SUNDAY, AND THE SPACE MUST BE CLEARED BY 1900. ADDITIONAL TIME, IF REQUIRED, MUST BE APPROVED BY THE COMMITTEE.

(6) SOLICITATION: Booths are intended to inform the general public of the various missions of Robins AFB. Although commercial and private organization exhibitors will be allowed, **you may not solicit nor transact any business during the event, unless under contract with the 78th Force Support Squadron.** This includes requests for donations for any purpose.

(7) LOSS OR DAMAGE: Exhibitor agrees that Robins AFB shall not be liable for any damage, theft, or liability of any kind or for damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation, and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of the Exhibitor, and that the Exhibitor will indemnify and save harmless Robins AFB from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees/representatives.

(8) SIDE VIEW RESTRICTIONS: Exhibitors located internally on the exhibit layout shall refrain from erecting displays or drapes on the sides of the booths.

## **LIABILITY INSURANCE REQUIREMENTS FOR AIRSHOW EXHIBIT CONTRACTORS**

Contractor shall provide certificate(s) of insurance coverage, as required by Federal and State law below, to the Agency.

(a) Workers' compensation and employer's liability.

- (1) Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes.
- (2) If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy.
- (3) Employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) General liability.

- (1) The contracting officer shall require bodily injury liability insurance coverage written on the comprehensive form of policy of at least \$500,000 per occurrence.
- (2) Property damage liability insurance shall be required only in special circumstances as determined by the agency.
- (3) Contractor using its motor vehicle on Robins AFB to perform contract and having automobile liability insurance coverage as provided in (c) below, requires no additional property insurance coverage.

(c) Automobile liability.

- (1) The contracting officer shall require automobile liability insurance written on the comprehensive form of policy.
- (2) The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
- (3) Policies covering automobiles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury and \$25,000 per occurrence for property damage.
- (4) The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.