Los Angeles World Airports

LAWA SPECIAL EVENT REQUEST

Dear LAWA Tenant:

In general, special events are not classified as permitted uses in Tenant Leases, Concessions Agreements, and the Los Angeles International Passenger Terminal Tariff. Therefore, all tenants must request approval from Los Angeles World Airport (LAWA) for special events including media or public relations events at airport facilities.

It is the Tenant(s)/Requester(s) responsibility to coordinate with the appropriate LAWA Division(s), Tenant or other Government agencies for resources and signage to be used at the event.

To properly notify LAWA of proposed special events, please complete the Special Event Notification Form/Letter (attached) and send to the appropriate LAWA Representatives for the airport at which the event will occur:

For events at:

LOS ANGELES INTERNATIONAL AIRPORT

Los Angeles World Airports

Attn: Viji Prasad

Director of Airports Operations

P O BOX 92216

Los Angeles, CA 90009-2216

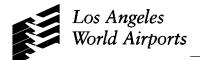
Email: LAXEVENTREQUEST@LAWA.ORG

ONTARIO INTERNATIONAL AIRPORT

Los Angeles World Airports Attn: ONT Administration 1923 East Avion Street Ontario, CA 91761

VAN NUYS AIRPORT

Los Angeles World Airports Attn: Diana Sanchez/Flora Margheritis 16461 Sherman Way, Suite 300 Van Nuys, CA 91406



This letter is to inform Los Angeles World Airports (LAWA) that plans to deviate from normal operations and requests permission to conduct an activity or special event as described below.

Choose the Airport(s) where the event will occur		□LAX	□ONT	□VNY					
Event Name									
Company Name									
Mailing Address									
Contact Name and Cell Phone:									
Email Address:									
Has this event been reviewed by LAX Airport	NO ☐ YES IF YES – Provide contact name and phone number of Operations Representative below IF NO – Contact the Airport Operations Representative before you proceed with this form.								
Operations?			LAWA Contact Name			Phone Number			
Is this a LAWA sponsored event?	L NO L ILS ITOVICE the contact hame and phone hamber of the LAWADIVISIO								
		LAWA Contact Name				Phone Number			
Event Location:	Locatio	n Address							
(Terminal/specifics)		S THIS AREA (CHECK ONE) □ STERILE □ SECURE □ RESTRICTED (See below)							
	If event is in a sterile, secure or restricted area, describe the measures that will be taken to comply with TSA regulations and the Airport Security Program? Please be specific.								
Event Date:				Will media be in attendance?] NO	☐ YES		
Event Start Time:				Event End Time:					
# of Attendees									
Dignitaries to be in		Nan	1е	Company			Title		
attendance:									
(Attach additional pages for									
more names)									
Provide brief description	of event	:							
					FORI	/ CONTIN	UED ON NEXT PAGE		
					FURI	" CONTIN	UED ON NEXT PAGE		



What resources have been	en requested from Los	Angeles World Airports?							
Provide a description of resources that have been requested from LAWA									
2. The Division providing the service(s); and									
3. The name(s) of the LAWA contact(s) assisting with the request(s).									
Description of resources requested from other LAWA tenants and/or other government agencies.									
Will equipment be broug	ght in?								
□No									
Yes - If yes, attach a drawing showing equipment.									
Will signage be brought in?									
No No									
Yes - If yes, attach the final designs and dimensions of any signs or banners.									
Will furniture moved from its normal locations for this activity?									
No									
Yes - If yes, attach a drawing showing furniture layout.									
Is Airfield Access	□ NO □ YES	If yes, who will conduct the escort?							
Requested?		Have these representative been escorted previously in the past 12 months?	□ NO □ YES						
Parking									
LAX Events – Free parking will not be provided for this event.									
ONT & VNY - Coordinate with the representative at each airport.									

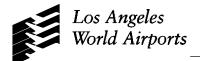
SPECIAL INSTRUCTIONS:

Exhibits and Displays

Exhibits and displays related to the event may be permitted at pre-approved locations during event. Adequate time for set up and dismantle will be allowed; however, extending displays beyond the event may be considered up to a maximum of 24 hours only.

Signage or Banners

Temporary signage or banners related to the event may be permitted at pre-approved locations during the event. Attach the designs and dimensions for the signs and banners on a separate page and submit them with the form. These must be submitted to and approved by LAWA before they may be installed.



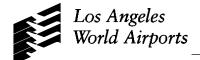
Adequate time for set up and dismantle will be allowed; however, signs and banners must be removed at the conclusion of the event.

Ad Hoc Parking

Ad hoc parking at the curb in the Central Terminal Areas is generally prohibited. However, the Requestor may coordinate with Airport Operations and/or Airport Police during planning meetings to facilitate this at set times and locations if necessary.

Clean Up

Requestors and their agencies are responsible for cleaning and restoring the event location and facility to its original set up. Failure to clean, remove trash, and restore the location and/or facility back to its original set up will result in a clean-up service charge imposed by LAWA.



Hold Harmless/Indemnification Agreement

/We_	, DBA (if applicable)	,
_	(Print name)	
he C	vledge that as an independent contractor, I/We will not be considered an employee(s) or of Los Angeles or of its Los Angeles World Airports and will have no claim to any so compensation coverage thereunder.	of
of its costs easc	ereby agree to indemnify, keep and hold harmless the City of Los Angeles and any and coards, officers, agents, employees, assigns and successors in interest from any and all iability, damage or expense (including, but not limited to, costs of suit and fees and able expenses or legal services) for any claim arising out of injury to me/us, any family er, employee, volunteer or subcontractor pursuant to this agreement.	II
	reement will remain valid through the term of your contract barring any cancellation, ation or other status changes.	
Date		
Sign	nd Print Name	
Title		
	ny Address one Number	
Cc:	Risk Management - Insurance Compliance Unit Los Angeles World Airports P O Box 92216 Los Angeles, CA 90009-2216	