

Event Guidelines

Accounting

All event fees are due in full prior to event day. Check your event contract for amounts and due dates. Invoices for deposits may be requested; otherwise the event contract is the invoice. Payments accepted are personal checks, business checks, money orders, major credit cards, and wire transfers. Contact the Events Department for more details.

Events lasting multiple days will be required to keep a credit card on file with the Events Department. This card will be used for payment on any on site charges incurred.

An invoice with detailed supporting documentation of all additional charges may be issued prior to your departure but no later than seven (7) days after your move-out. All outstanding balances are due upon receipt of the invoice.

Advertising

Advertising in the Museum is subject to approval of the Events Department and is subject to a fee.

Air Conditioning

Hangar 37 (Main Gallery) is equipped with a computerized energy management system. Air conditioning will be provided throughout the duration of the event and will be turned off one hour after your scheduled end time or 11:00pm, whichever is earlier.

Aircraft Movements

If your event requires the movement of aircraft in order to accommodate your event please contact the Events Department with your request. All aircraft movements are charged per man hour with a minimum of \$200.00 per aircraft.

American with Disabilities Act

As event planners and facility managers, we need to be in compliance with the American with Disabilities Act by making our events accessible to everyone. The Museum offers a number of services to make our facility friendly to our guests with disabilities; however, we need to have you advise us thirty (30) days in advance of your requirements/needs.

Audio Visual

The Museum has limited A/V inventory which is available for rent. Please see equipment rental sheet for details. If additional items are needed and not available through the Museum it is the responsibility of the Client to secure a licensed provider. Client must provide the Events Department with is suppliers contact information no later than thirty (30) business days prior to the event.

Complimentary microphones – the Museum will provide one (1) complimentary wireless microphone per event /per day. All additional microphones are subject to rental fees.

Banner and Signs

Banners and signs in public (non-licensed) areas are subject to a fee. The copy of all banners and signs, and their proposed locations must be reviewed and approved by the Events Department. Signs and Banners will be hung and removed by the Museum staff.

Carts – Dollies

Carts and dollies are the responsibility of the Client. Museum equipment will be available for rent. Inventory is limited and is subject to availability.

Damage to the Facilities

As the licensee who has contracted the use of the facilities, you are responsible for any damage caused by your staff, contractors, exhibitors, or attendees. A pre and post walk through of your licensed areas must be scheduled with the Events Department.

Decorative Materials

All decorative materials displayed or installed in the Museum must be flameproof in accordance with Public Safety and Fire Regulations. Items affixed to any Museum surface must be pre-approved by the Events Department. We do not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, Museum displays, fire sprinklers, fabric or decorative walls. Cleaning/removal of décor items such as confetti, streamers, balloons, etc. will incur additional charges.

Electrical

Standard 20amp wall outlets are available in specific locations throughout Hangars 37 and 79. If additional power is required, it is the responsibility of the Client to secure these services. All electrical services secured must be made with a licensed State of Hawaii Electrician. All generator used for events must be “silent.”

Equipment

The Museum is equipped with an inventory of tables and chairs to meet most requirements. Additionally we have a limited inventory of special items (podiums, stanchions, lollipop sign holders, etc.) available for rent. Our Events Department can assist you with vendor suggestions if additional equipment is needed.

Exhibits

The Exhibit space must be returned to the Museum in the same condition it was received. If the space is not returned in the same condition as it was received, including the removal of tape and tape residue, the Museum will clean the area and bill you for the costs incurred.

Fire Protection, Smoke Removal

Hangar 37 is fully protected by an automatic fire sprinkler system. A fire alarm and smoke detection system is provided throughout.

Hangar 79 is equipped with manual pull stations which are located on the pillars throughout the Hangar.

First Aid

To assure the safety and well-being of all those involved with your event, we maintain a completely furnished First Aid Kit in our facility. Should your number of attendees exceed 500, emergency medical personnel must be scheduled during all event hours. In addition, we recommend having emergency medical personnel during move-in/move-out on heavy production/exhibit type events. Contracts for medical personnel shall be arranged by the meeting planner. Vendor contact information should be submitted to the Events Department no less than thirty (30) business days prior to your event.

Flooring

No carts are allowed in Main Gallery (Hangar 37) during Museum hours (9am – 5pm). Any carts brought into the Museum must have rubber tires; no carts are permitted on the printed maps or In the front lobby area. No painting/marketing of floors are permitted. If you need to spot areas on the floor please use chalk lines, painters tape or Bron BT100 tape. If the floor is not returned in the same condition as it was received, including the removal of tape and tape residue, the Museum will clean the area and bill you for the costs incurred.

Floor Plans

Exhibit/Production Events:

Before commencing the sale of exhibit space and entering into contracts with your exhibitors, floor plans must be submitted for Fire Marshall approval. This means no selling of booth space prior to this approval. Three (3) copies of these floor plans are due six (6) months prior to your move-in date. These plans must be prepared by you or your general service contractor and sent to the Events Department. This also includes floor plans for general session and/or high production events.

Dinners/Parties/Corporate Events:

The Museum's Events Department will generate a digital floor plan per the clients requests. These floor plans must be reviewed and approved no later than seven (7) business days prior to your event. Any changes inside of seven (7) business days may result in additional charges.

Food and Beverage

The Museum does not offer catering services, however the Events Department can provide you a list of catering companies approved to provide services in the Museum. The list of approved caterers will be provided to you upon booking of your event or upon request during the planning process. Client is responsible to contract catering services and must notify the Events Department of their selection no less than 30 business days prior to their event. If you would like to use a catering company not on the list, you must seek approval from the Events Manager prior to entering into a contract. Additional fee of \$2.00 per person will be charged for use of un-approved caterers. The client will be held responsible for any damages caused to the Museum's property by your Caterer.

Freight/Docks

The Museum is not equipped with a Freight Dock. Please work with the Events Department as to your load-in schedule. Regular freight hours are Monday through Friday, 8:00am - 5:00pm. For access outside of these hours, please schedule with the Events Department. Unscheduled deliveries are subject to overtime charges of \$24.00 per hour with a 2 hour minimum. Move in for Hangar 37 is to be done through the delivery door located on the side of the building. No deliveries are to be brought through the main lobby.

Hazardous Materials

All hazardous materials must be registered with the Museum. Please submit the OSHA Material Safety Data Sheet on your hazardous materials sixty (60) days prior to your event. Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents, and biological contaminants including blood, body fluids, organic matter, cadavers, used first aid supplies and sharps) are the responsibility of the licensee, exhibitor, or attendee. All items must be placed in clearly marked product-safe containers, safely stored and secured, and disposed of properly, according to local, state, and federal regulations. Items may not be left on Museum property for later pick-up, or disposed of in facility trash receptacles or sewage systems. Hazardous waste left in/at the Museum will be disposed of immediately at the expense of the licensee. This includes charges associated with identification, containment, transportation, disposal, and potential closures of the Museum facilities or waste disposal site due to contamination.

Hosts

Convention Staff, Destination Management Companies, Ground Handlers, or other hosts are recommended when moving large amounts of people through the Museum, and in loading and unloading from buses/vehicles. A ratio of 1 ground handler per 100 attendees is recommended. These hosts are an extension of your security staff.

Hours of Operation

The Museum's administrative office is open Monday through Friday from 9am – 5pm. Building access for events is generally 4pm – 11pm, however, specific times may be requested by the licensee. Activity between the hours of 12 midnight and 6am will be subject to overtime labor rates.

Housekeeping

Restrooms, lobbies, corridors, and other public areas will be maintained by the Museum during event hours. The Education room will be serviced at the end of the event day.

EXHIBITION AND TRADE SHOWS:

The Museum's policy is that the licensee shall return the premises back to the Museum in the same condition as when it first occupied them. Cleaning of the aisles pre-carpet kick, during the event, booth cleaning, and post cleaning may be contracted with the Museum or your decorator.

Lifts

Man lifts and forklifts are available for rental subject to availability. Rental prices includes operator; therefore, advance scheduling is required. Outside lift rental is permitted. Equipment must use propane or electric power. Lifts should be equipped with reverse beepers, and operated at 5 mph for safety.

Lighting

The Museum will provide our normal house lighting at no additional cost during setup, event and clean-up. Lights may be turned off over staging or particular exhibit areas, subject to the electrician's labor rate. Clients are welcome to provide additional/ambient lighting through a licensed lighting/electrical contractor at his/her expense.

Linen/Skirting

Linens are the responsibility of the client and can be secured through your selected catering company. The Museum will provide skirting around any stage sections we provide to the client.

LIVE PLANTS/ANIMALS

Live plants and/or animals are not permitted on the Museum's property. Special requests can be made to the Museum's Director of Operations on a case by case basis. All approved plants will need to be inspected off property for bugs prior to being delivered to the Museum.

Pads/Pens

Custom designed pads and pens with the Museum's logo are available for your meetings at a charge of \$3.00 per set.

Production Company

Any large and/or complex program requiring a production company for entertainment should work hand in hand with the Events Department to facilitate their move-in and out schedule, rigging, staging, and production requirements.

Public Relations

Please identify your spokesperson and/or press representative to your Events Manager/Coordinator. Any media inquiries received by the Museum prior to or during your event will be forwarded to your press representative. On occasion, local press may want to cover portions of the event. The Museum's Marketing Department will obtain approval from your representative before any commitments are made by the Museum on behalf of your event.

Restrooms

Hangar 37 is equipped with both male and female handicap accessible restrooms. The Museum will maintain these restrooms during your event/show hours.

Hangar 79 does not have existing restrooms. Events using this space will be required to provide portable restrooms and hand washing stations at the client's expense. Your Events Manager/Coordinator can assist you with securing these services.

Rigging

All rigging throughout the Museum is subject to approval by the Director of Operations, and is expected to meet industry standards. Rigging plans must be submitted to the Events Manager no less than thirty (30) days prior to your event.

Room Sets

Standard Events: Your Events Manager/Coordinator will generate a floor plan based on your requests. This floor plan will need to be signed and approved seven (7) business days prior to your event. Any changes made within 72 hours of your event will be subject to additional fees. Room turnover charges will apply for each room configuration change (IE: theater to classroom; F&B rounds to a meeting set). Turnover charges are based on man hours and chargeable equipment.

Production Events: Floor plans for all leased space shall be submitted to the Events Department ninety (90) days prior to your event and is subject to approval by the Events Manager and/or Operations Director.

Security:

Standard Event:

The Museum's staff will provide a secure building perimeter during your event. If any additional security is required it can be contracted through the Museum or you may contract an outside licensed security company.

Events with a Hosted/Open Bars are required to have (1) dedicated security guard for every 500 guests to monitor alcohol service and guests. The Museum's Events Department will coordinate the securing of the security personnel and bill the client at the rate of \$24.00 per guard, per hour.

Production Events:

You are responsible to secure access to your licensed premises from the first hour of move-in to completion of move-out. When hiring Security, please ensure staffing levels are adequate to cover the number of attendees and relief breaks. Instructions on event access, identification system and other security issues relative to your event should be properly communicated to your security officers as well as the Museum's Events Manager/Coordinator.

A security plan must be submitted sixty (60) days prior to your events for review and approval.

Events with a Hosted/Open Bar are required to have (1) dedicated security guard for every 500 guests to monitor alcohol service and guests. The Museum's Events Department will coordinate the securing of the security personnel and bill the client at the rate of \$24.00 per guard, per hour.

Sellers Permit/Sales General Excise Tax

Exhibitors who sell merchandise from the show floor must have the appropriate seller's permit and licenses. While it is the individual exhibitor's responsibility to obtain the permit, it is your responsibility to notify your exhibitors of this requirement and to identify those exhibitors to whom the permit and license requirement applies. Some merchandise offered for sale by your exhibitors may be subject to Hawaii Sales and General Excise Tax.

Exhibitors may apply for a General Excise Tax License at the Department of Taxation:

Oahu District Office
Princess Ruth Keelikolani Building
830 Punchbowl Street
Honolulu, HI 96813
Phone: 808-587-4242

Or log-on to their website for forms and information: <http://www.hawaii.gov/tax/tax.html>

Shipping

We cannot accept any freight or materials (including overnight delivery services) prior to your contracted move-in date. All shipments must be delivered by your official service contractor or freight carrier to our facilities during your move-in.

Smoking Areas

The Museum is located on Federal Property, as such is a no smoking property. In a case by case basis smoking areas may be determined by our Events Department and must be reflected on any floor plans generated by Production Companies. It is the responsibility of the client to insure the area is returned to the Museum in the same condition received.

Staging

The Museum has eight (8) 6'x8'x22" sections of staging. Inventory may be limited dependent on stage designs and prior commitments. Please check with your Events Manager/Coordinator for availability.

Storage

Box or crate storage is permitted in limited areas of the Museum. Once materials have been unloaded, crates must be removed by your service contractor, who will in turn store them safely on/off-site and return them promptly once the event concludes. Consult your Events Manager/Coordinator for alternative storage areas.

REFRIGERATION:

Exhibitors requiring refrigeration for products – refrigerated space is limited. Storage for perishable items may be arranged, based on availability. Please forward requests to the Events Department.

Transportation/Access

All Events: Pacific Aviation Museum is located on Ford Island, which is an active military base. Due to this all guests/contractors accessing the base is required to submit a base access request form.

Guests: A Joint Base Pearl Harbor Hickam (JBPHH) form must be fill out for each individual attending your event. The Events Department will email you the form in which you will fill in all required information for each guest and return via email to the Events Department no later than (10) business days prior to your event. With events with 300+ attendees it is requested that you submit this form (14) business days prior to your event.

Contractors/Vendors: A 0-180 form must be submitted by all contractors thirty (30) days prior to your event. It is your responsibility to inform the Events Department of your contractors/vendors forty-five (45) days prior to your event to allow adequate time for the Museum to communicate these requirements to your vendors/contractors.

Events with 300+ Guests: A unique requirement on Ford Island is that a transportation management plan be prepared by your destination management company, shuttle bus provider, or by the show organizer and submitted to the Museum for presentation to JBPHH. The transportation management plan is due to our Events

Department ninety (90) days prior to your event. It should include the following: method of transporting the attendees, movement times, destination route maps, and names of carriers.

***NOTE: Joint Base Pearl Harbor Hickam's security will process all names/information provided; if anyone is flagged they will not be permitted on to Ford Island. Reasons a person may be flagged include but is not limited to the following: any Federal or State convictions including DUIs, or any arrests without convictions 7 years back. If any of your vendors, contractors, or guests are flagged, JBPHH will notify the Events Department that access is denied and will notify the individual in writing with the reason. If someone is flagged but does not feel this is accurate, there are steps they can take with the Navy to appeal the denial, however this process can sometimes take several weeks.

Parking: The Museum is equipped with an open/un-covered lot that can accommodate 800+ vehicles and is complementary. No overnight parking is permitted.

Trash Removal:

All events held at the Museum include the use of a 6 cube dumpster. The first disposal is complimentary; all additional disposals will be charged \$225.00 per dump. Recycling programs are available upon request.

Vehicles:

Display vehicles are allowed in certain location inside of the Museum's Hangars. Regulations on display vehicles are as follows:

- Vehicles must not have more than 1/8 tank of gasoline.
- Gas tank fuel pipe cover taped shut
- Battery cable must be disconnected
- Vehicle must have a piece of carpet or drop cloth with catch pan under the engine
- Certificate of Insurance is required and is to be kept on file