

Attachment A
Rules and Regulation

Please initial that you have read, understand and will adhere to these policies.

GENERAL POLICIES **INITIAL _____**

- I. All Event plans, including but not limited to vendors, setup/cleanup, deliveries, decoration, itinerary, entertainment, etc. must be approved by the Event Manager. All plans not shared with or approved in writing by the Event Manager may be subject to denial or may not be accommodated.
- II. No smoking anywhere in the building. Ash receptacles are in designated locations. No smoking within twenty-five (25) feet of doors or windows.
- III. Plants and furniture may not be moved without approval.
- IV. All printed materials that describe Boeing Future of Flight (FoF) or use its logo are subject to Boeing Future of Flight approval prior to printing.
- V. All Clients and caterers must supply their own equipment. All cords must be secured to avoid trip hazards.
- VI. FoF office telephones are for FoF business use only.
- VII. Clients are responsible for collecting all leftover materials. FoF is not responsible for leftover equipment or items.
- VIII. FoF will not be responsible for any damage, loss or theft of equipment and items onsite or leftover from an event.
- IX. All Events must conclude by midnight. Events that occur past midnight will be fined an additional fractional hourly fee as indicated on the EO.
- X. The Venue does not offer dressing rooms, waiting rooms or green rooms.
- XI. Restrooms are located on the main lobby floor and the gallery floor.
- XII. The Venue is ADA accessible. Wheelchairs available upon request. ADA parking spaces are available in the main parking lot.
- XIII. The Events Manager is your contact at the Venue. To ensure the success of your event, we request that you designate a single contact person to represent your group.
- XIV. FoF reserves right to decline events which may conflict with The Boeing Company values and branding, including, but not limited to: (a) partisan political activities, religious events or governmental lobbying ventures, (b) activities presenting a risk of damage to the facility, (c) any event that charges admission or is not a private invitation event.
- XV. Event setup in public areas may not begin until fifteen (15) minutes after the Venue closes to the public. Clients must consider Event setup time required when planning the Event start time.
- XVI. Evening start times in other spaces are dependent on the scheduled end of daytime functions.

LOADING AND DELIVERIES **INITIAL _____**

- I. Deliveries must be arranged in advance with the Events Manager.
- II. Deliveries and pick-up hours outside of the contracted Event must be pre-approved in writing. Early delivery rentals or miscellaneous items on a day other than the Event must be pre-arranged with the Events Manager. FoF is not liable for damage or loss of such items.
- III. Deliveries are accepted only on the actual day of the Event. Be sure to mark all deliveries to the attention of the Special Events Department. Please check with your Events Manager representative for directions to the appropriate delivery entrance.
- IV. All delivery vehicles must remain outside exterior doors. Delivery entrance is to be operated by the Future of Flight or catering staff only.
- V. No loading or unloading of equipment is allowed through the lobby doors, unless approved.

Attachment A
Rules and Regulation (Continued)

DECORATIONS **INITIAL_____**

- I. No glitter, confetti, rice, birdseed, flower petals, open flames, sparklers, etc. are permitted. Bridal bubbles can be used outside only.
- II. All equipment and décor must be placed a minimum of three (3) feet from exhibits and their related parts. Artifacts, exhibits or furnishings may not be moved.
- III. No tacking of decorations or meeting materials to walls, windows, woodwork or exhibits will be permitted. Taping will only be allowed in the Rented Space with the use of painter's tape.
- IV. We prefer balloons to be delivered already inflated. For safety reasons concerning Paine Field airspace, balloons are not permitted on the Sky Deck, and no balloons may leave the building. *A \$50 recovery fee will be assessed for each balloon lost in the facility.*
- V. All floral arrangements and greenery are to be delivered to the designated delivery entrance and must be pest-free. Artificial foliage (trees, plants, etc.) must also be flame retardant. For protection, protective containers or saucers must be placed under plants and trees.

CATERING **INITIAL_____**

Please contact the Special Events Department for a list of approved caterers.

- I. Outside food or beverages, including alcohol not provided by a FoF Preferred Caterer must be approved in writing by the Events Manager in advance of the Event.
- II. FoF Preferred Caterers will take over the setup and tear down of all furniture for catered events. All details for the setup and tear down of furniture will be arranged directly with your caterer by FoF staff. Setup and tear down can occur outside of Client's Event. However, time needed in preparation of the Event other than the setup of furniture will need to be coordinated with the Events Manager in advance, per Article 2b of the Agreement.

**AUDIO/VISUAL &
ENTERTAINMENT** **INITIAL_____**

- I. Audio-visual equipment rental is available on a first come, first-served basis and at an additional charge. Cancellation must be made at least two (2) business days prior to the Event, otherwise rental charges will be incurred.
- II. Music, live performances and Disc Jockeys are permitted in the Rented Space during the Event at the Client's expense. However, FoF staff reserves the right to turn down or turn off any and all noise or music that will affect surrounding neighborhoods and businesses.
- III. All entertainment plans and room set-ups must be shared with and approved in writing by the Events Manager.
- IV. FoF must be notified of any special electrical or audio/visual needs no less than fifteen (15) days in advance. Clients may choose to provide their own electrical or audio/visual equipment; Events Manager will coordinate its use to ensure compatibility with Venue systems.
- V. All amplified music must be approved in writing in advance by your Events Manager. The maximum allowed volume is 98dB.

Attachment B

Boeing Future of Flight Events Health and Safety Addendum

Safety is the highest priority for The Boeing Company. This addendum serves as notice that Boeing Future of Flight (FoF) follows health and safety policies determined by The Boeing Company, with guidance from state and local government. FoF expects all contractors, vendors, clients and event attendees to maintain compliance with these policies. The Boeing Company reserves the right to take specific actions in the interest of employee and guest safety which may impact event operations and facility policies, not excluding short-notice cancellations. (Cancellations due to Boeing policy or emergency health measures will be fully refunded.)

Current health and safety policies may be found on our website:

<https://www.boeingfutureofflight.com/visit>