

# TERMINAL STYLE GUIDELINES

Winnipeg Airports Authority (WAA) strives to be an effective community partner and we proudly support special events or promotions hosted at the airport. All special event agreements entered into by WAA are to be consistent with our Mission, Vision, Values and Strategic Objectives.

## WAA's priorities are to support:

### Travel and Tourism

WAA supports organizations such as Tourism Winnipeg and Travel Manitoba whose mandates are to promote travel and tourism to the region and/or encourage economic development.

### Community Organizations

WAA is proud to support many local arts and cultural organizations and partner with local professional sports teams to maximize awareness in the community. WAA takes special note of event requests from businesses and partners on the airport campus, including the military.

## Below are some ideas and guidelines to assist in the planning of your event.

### Suggested Decorations or Promotional Items:

- Professional free-standing displays (roll-up, pull-up, totem, etc.)
- Draped & skirted event tables
- Fresh flower arrangements
- Catered snacks & refreshments (it's necessary to use onsite food services)
- Ribbon Cutting, Cake Cutting
- Contests and promotional item giveaways

### Safety First

- No climbing on counters or seating for setup
- Set up and tear down of large or special equipment should be done by professionals (supplied by exhibitor)
- No loading or unloading on the curb unless a special event parking pass has been attained
- All extension cords or anything else that poses a hazard must be taped down

### Prohibited Decorations

- Helium balloons or bubbles
- Burning candles or liquid-fueled decorations
- Tacks, nails, adhesive tape, masking tape, scotch tape, etc., may not be used on surfaces or equipment (counters, walls, columns, windows, doors, etc)
- Small particles such as glitter, confetti, flower petals
- Fog machines