

# Winnipeg Richardson International Airport

## TERMINAL SPECIAL EVENTS APPLICATION – PAGE 1

Please fill in the two-page Terminal Special Events Application and send the completed form by e-mail to [MarketingRequests@waa.ca](mailto:MarketingRequests@waa.ca). Applications must be received, at minimum, **three weeks prior** to your event date. To prevent delay in the processing of your request, please ensure all information is complete. If required, please attach any pertinent details that would facilitate the review and approval of the Terminal Special Events Application.

CONTACT INFORMATION	
Event / Company	Event Contact
Email	Phone (Cell number preferred)
Please check this box if your company is a not-for-profit organization or a registered charity:	

EVENT INFORMATION (WHAT WILL TAKE PLACE IN THE AIRPORT TERMINAL)	
Event date(s)	Event date(s) and time(s) in terminal
Event type (please check one) Meet & Greet      Performance      Video/Photo Shoot      Other: _____ Specialty Exhibit / Freestanding Display ( <i>Third-Party Liability Insurance may be required, please contact <a href="mailto:MarketingRequests@waa.ca">MarketingRequests@waa.ca</a> directly for more information</i> )	
Event description (what will you be doing in/at the airport?)	
List of all promotional items you plan to bring (free-standing displays/banners, giveaways, etc.)	
Number of event staff in terminal	Estimated number of attendees in terminal
Do you expect media to attend your event at the airport?	No      Yes

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## TERMINAL SPECIAL EVENTS APPLICATION – PAGE 2

EVENT SETUP REQUIRED FROM AIRPORT* (PENDING APPROVAL AND AVAILABILITY)	
Table(s), if yes, how many: _____ <i>Value of \$200 per day or \$1,000 per table per week</i>	Chair(s), if yes, how many: _____
Revolving Door Showcases (4 showcases available) <i>Value of \$1,000 per week</i>	Refreshments (on-site provider required)
Visual Information Display Screens (VIDS) <i>Value of \$150 per day or \$500 per week</i>	Additional Signage (Lollipop sign holders, etc.) <i>Value of \$1,000 per week</i>
Additional comments (any other items you may require, questions, etc.)	

\*Please note: Payment-in-kind of equal value may be used in place of monetary payment on a case-by-case basis.

### ADDITIONAL ADVERTISING IN TERMINAL

Additional advertising is available for purchase through Pattison Outdoor Advertising. Please contact Joanne Fershau at [jfershau@pattisonoutdoor.com](mailto:jfershau@pattisonoutdoor.com) for more information.

### TERMINAL STYLE GUIDELINES, TERMS AND CONDITIONS

Please take the time to read the 1) **Terminal Style Guidelines** and 2) **Terminal Terms and Conditions**. Both are located on the airport website: [www.waa.ca/waa/community/specialevents](http://www.waa.ca/waa/community/specialevents)

Yes, I have read and agree to the Terminal Style Guidelines

Yes, I have read and agree to the Terminal Terms & Conditions

If you require special event parking as part of your event, please fill in the Terminal Parking Request Application Form located here: [www.waa.ca/waa/community/specialevents](http://www.waa.ca/waa/community/specialevents)