

**INSTRUCTIONS:** Please complete Sections A, B, C, and E if you are planning to host an event. Please complete Sections A - E if you are requesting any City Support. Please refer to the Event Check List and Deadlines for additional instructions, due dates, and event timelines.

**SECTION A: Event Sponsoring Organization Information**

Sponsoring Organization:	2018 Valdez Fly-In + Air Show	
(Financially responsible party & must match certificate of insurance)		
Physical Address:	104 Hanger Way	
Mailing Address:	P.O. Box 2825	
Day Phone:	907-835-8244	
Email Address:	valdezflyin2014@gmail.com	
Organization Status:	<input type="checkbox"/> For Profit	Will need to submit business license
Check one	<input checked="" type="checkbox"/> Not for Profit	Will need to submit tax exempt documentation
	<input type="checkbox"/> Community Interest Group (Unorganized)	

Event Contact Person:	Joe Prax, President
Email Address:	jprax@alaska.net
Cell Phone:	907-831-0658
Event website (if applicable):	Valdezflyin.com

**SECTION B: Event Information**

Event Name:	Valdez Fly-In + Air Show		
What type of event:	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Parade	<input type="checkbox"/> Street fair/park festival
Check all that apply	<input type="checkbox"/> Concert	<input type="checkbox"/> Private Party	<input checked="" type="checkbox"/> Other (specify) Fly-In
Is this event a reoccurring annual event?	<u>Yes</u>	New Event?	<u>NO</u>
If reoccurring event, are there any changes to this year from previous years?		YES	<input checked="" type="radio"/> NO
Explain:	<u>Same as last year.</u>		
Event date(s):	May 11, 12, 13 - 2018		
Event location(s):	Valdez Pioneer field airport		
Event Set-up:	May 10, 2018		
Event Tear-down:	May 13, 2018		

**SECTION C: Event Details**

1 Please provide event details and activities; include site maps, use of volunteers, safety & crowd control-plans, etc. Supply additional documentation labeled EVENT DETAILS if more space is required.

Site Safety plan is attached, safety team will control crowd at airport during the event. Site map is attached

Expected attendance: Participants 200 Spectators 2300 Total 2500

What is the targeted demographic(s) of your participants? Pilots from all over the world Aviation persons of interest

What is the targeted demographic(s) of your spectators? Local population + visitors

Is this event free to the public to participate in? YES  NO

Is this event free to spectators? YES  NO

Is this event a fundraiser? YES  NO

If fundraiser, who benefits?

Admission/ Event fees: \$10 a person / weekend fee

Do you plan to utilize volunteers?  YES  NO

2 Will items or services be sold at the event?  YES  NO

If YES, please explain: Food vendors and other local and state sponsors + lower 48. T-shirts + hats at Fly-IN.

3

Will there be food at your event?

YES

NO

If YES, will it be sold?

YES

NO

Will vendors be cooking or heating food onsite?

YES

NO

Will it be catered? *NO*

By Who: *? Banquet*

4

Will your event involve the sale or consumption of alcoholic beverages?

YES

NO

If YES, will it be sold?

YES

NO

Will it be catered?

By Who: *Vendors*

You will need to apply for an alcohol waiver to be on any City property. Have you applied for this waiver? *NO Puddle Jumpers will provide.*

YES

NO

5

Will there be any construction of stages or other improvements, including tents and awnings?

*NO Construction*

Please describe:

*City provides picnic tables, tents, trash cans.*

*Bleachers + electricity to vendors.*

*Airport building (old Whitney Museum)*

6

What is your clean up plan after the event?

Please Describe:

*The Clean up is done by volunteers and the Fly-In Event Coordinator. Clean up is done on the 13th of May 2018.*

7

Please describe your plan for crowd control and event security.

The event has a safety team. Also a safety plan which is approved by the state. Security is handled by the Airport Manager + staff and the Fly-IN board

8

Please describe your plan for health services and sanitation to include running water, sewer & solid waste.

Porta-Potties are provided by the Fly-In. Fresh water is also provided both inside + outside the airport.

9

Please describe your plan for emergency services, to include fire and EMS support (or first aid response). Site Safety plan sample attached.

The Fly in has a safety plan approved by the state. In addition city EMS is on site during the event.

10

Please describe your marketing and/or promotional plan for this event. \*If City Supported, City of Valdez Logo must be displayed on all marketing material.

The Fly-In website and attendance at 4 trade shows, Matsa, Anchorage, Fairbanks + ANC, Fed ex. A pilot card is mailed out in April to over 5,000 pilots in Alaska as well as using both KVAK + KCHU radio to promote the event.

**SECTION D:**

**City Support of Event**

1	Have you read and understand the City's Support Criteria and Restrictions, including required supplemental materials and timelines/deadlines? <p style="text-align: center;"><input checked="" type="radio"/> YES <span style="margin-left: 200px;"><input type="radio"/> NO</span></p>
2	Are you requesting City support of the event, by use of facilities, land, amenities, staff, and/or cash? *If NO, please complete SECTION E. You do not need to complete SECTION D. <p style="text-align: center;"><input checked="" type="radio"/> YES <span style="margin-left: 200px;"><input type="radio"/> NO</span></p>
3	Have you requested City support for your event in the past? <p style="text-align: center;"><input checked="" type="radio"/> YES <span style="margin-left: 200px;"><input type="radio"/> NO</span></p> <p>3.1 If YES, please highlight any differences to this year's request from previous year's request.  <i>None</i></p>
4	Briefly describe why your event needs the support of the City. Include the impact to the event if the City were not to provide the requested support.  <i>The event would not happen with out city support. This includes both Financial and in-kind support!</i>
5	Are you requesting the use of any City Land? 5.1 What is the location and the area of the land requested? (Square Feet, Acres, Square Miles, etc.) <i>Valdez pioneer Airport + west end of runway The gravel area inside the fence. Parking in front</i> 5.2 Please describe what, if any, alterations will be made to the property. (Only temporary alterations will be considered and all property must be returned to its original condition)  <i>None</i>

6 Are you requesting the use of any City Facilities?

6.1 Which Facility? *Power Airport old Whitney Museum location.*

6.2 Have you already reserved the Facility with the responsible department and paid any reservation fees? *Yes*

City Supported status will **not negate facility rental or user fees.**

*The Fly-In has not paid for use of the facility in the past 14 yrs.*

6.3 Please describe the intended use(s) of the facility(ies) requested.

*Airport Inside for vendors and as well as Reg. Meeting rooms + Speaker Forums.*

7 Are you requesting the use of any City owned amenities?

7.1 What are you requesting? (include quantities)

*30 Picnic tables from P+R 25 8' tables port.  
8 Pop up tents from P+R  
4 sets of bleachers P+R  
1 tent pop-up 10x20 B.M.  
20 trash cans P+R.  
3 spider boxes for power. Port.*

8 Are you requesting the use of any City owned heavy equipment?

8.1 What equipment and for what purpose? *The City will not compete with local commercial service providers in providing requested resources that are available during your event. If your request includes a service that is available from a local commercial service provider, you will be directed to contract with them directly and that specific resource request from the City of Valdez will be denied. (City heavy equipment may only be operated by City Employee operators. If equipment is requested, it is implied that it includes a City operator for the equipment. This request may have limitations as to where the equipment may be used).*

*Parks + Rec 3 hours - transport tables  
Port staff 12 hours - on site support*

9 Are you requesting a cash donation from the City to support your event?

9.1 What is the amount of the request? \$ 30,000

9.2 A detailed, line-item, breakdown of exactly what this funding will be used for is required with the request of a cash donation. Is this documentation attached? Yes

9.3 What is the total event budget? **Provide supporting documentation.** No funding will be considered unless a detailed event budget is attached to this application by the deadline. See attached.

9.4 Please provide a detailed description of the need for this funding.

See attached:

20K Two Aerobatic pilots, Multiple performances  
5K event Insurance  
5K Multi-media promotion promoting the event + Valdez STOL Live Stream

Financial statements may be requested, and may include an audit of the event. Any cash donation from the City must be returned to the City if the necessary budget is not expended in full or the event is cancelled for any reason.

**SECTION E: Signature**

By signing below, I have read, understand and agree to meet the deadlines/timelines, criteria and restrictions described within this application. I also state that I represent the Event Sponsoring Organization and have the right to sign such agreement on their behalf.

Joe Prax  
 Printer Name

President  
 Title

Joe Prax  
 Signature

7/31/17  
 Date

2018 Valdez Fly-In and Air Show

May 11,12 &13<sup>th</sup>

Valdez Pioneer Field Airport

***City Of Valdez Budget Request***

The 2018 financial request is as follows:

\$20,000 for Aerobatic Show

\$5,000 for event Insurance

\$5,000 for a multi-media promotion during the event

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\$30,000 Total

Income/Expense Comparison - Current Year  
1/1/2016 through 12/31/2017

Category	1/1/2016- 12/31/2016	1/1/2017- 12/31/2017	Amount Difference
<b>INCOME</b>			
Advance Food Tickets	0.00	-380.00	-380.00
Airplane Rides	0.00	12,446.00	12,446.00
Banquet Tickets	0.00	730.00	730.00
Booth Fees Collected	2,970.00	8,770.00	5,800.00
Credit Card Acct	119.98	0.00	-119.98
<b>Donation</b>			
Local	28,173.00	36,800.00	8,627.00
National	4,950.00	5,000.00	50.00
State	6,800.00	4,450.00	-2,350.00
<b>TOTAL Donation</b>	39,923.00	46,250.00	6,327.00
Finance Charge	2,541.31	0.00	-2,541.31
Gate Fee	9,592.00	4,888.00	-4,704.00
<b>Merchandise Sales</b>			
Hats	956.00	1,384.00	428.00
Tee Shirts	21,418.50	4,624.00	-16,794.50
<b>TOTAL Merchandise Sales</b>	22,374.50	6,008.00	-16,366.50
Other Inc	1,100.00	0.00	-1,100.00
Pilot Reg And 1st Event	0.00	4,020.00	4,020.00
Registration Fees Collected	150.00	0.00	-150.00
T-shirts	0.00	1,817.61	1,817.61
<b>TOTAL INCOME</b>	<b>78,770.79</b>	<b>84,549.61</b>	<b>5,778.82</b>
<b>EXPENSES</b>			
Uncategorized	3.75	0.00	3.75
Advertising	4,087.55	1,182.27	2,905.28
<b>Auto</b>			
Fuel	87.00	114.86	-27.86
<b>TOTAL Auto</b>	87.00	114.86	-27.86
Awards	0.00	730.00	-730.00
Bank Charge	49.20	641.85	-592.65
Cash	600.00	800.00	-200.00
Contract Director	13,000.00	15,000.00	-2,000.00
Dinner Costs	3,750.00	2,750.00	1,000.00
Dues and Subscriptions	1,322.31	7.50	1,314.81
Equipment	106.62	56.24	50.38
Food	0.00	16.09	-16.09
Fuel Delivery	2,221.50	2,842.36	-620.86
Gifts	0.00	500.00	-500.00
Give Aways	0.00	31.45	-31.45
Insurance	2,437.00	2,437.00	0.00
Licenses and Permits	420.00	510.00	-90.00
Lodging	109.76	0.00	109.76
Meals & Entertn	490.70	0.00	490.70
Membership	200.00	100.00	100.00
Misc	0.00	716.00	-716.00
Office	523.23	55.99	467.24
Performance Fee	988.00	0.00	988.00
Acrobatics	18,000.00	21,000.00	-3,000.00
<b>TOTAL Performance Fee</b>	18,988.00	21,000.00	-2,012.00

Income/Expense Comparison - Current Year  
1/1/2016 through 12/31/2017

Category	1/1/2016- 12/31/2016	1/1/2017- 12/31/2017	Amount Difference
Port-a-cans	1,200.00	1,950.00	-750.00
Postage and Delivery	2,225.72	1,325.42	900.30
Postcards	1,293.88	1,153.17	140.71
Posters	494.89	219.87	275.02
Printing and Reproduction	1,038.75	759.00	279.75
Prizes	1,080.49	1,409.86	-329.37
Professional Fees	375.00	1,500.00	-1,125.00
Promotional Gear	7,088.00	6,731.94	356.06
Sound	450.00	450.00	0.00
Travel, Bus	0.00	218.40	-218.40
<b>TOTAL EXPENSES</b>	<b>63,643.35</b>	<b>65,209.27</b>	<b>-1,565.92</b>
<b>OVERALL TOTAL</b>	<b>15,127.44</b>	<b>19,340.34</b>	<b>4,212.90</b>

Alaska Business License #

924966

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business and Professional Licensing  
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

**VALDEZ FLY-IN CORPORATION**

POB 2825 VALDEZ AK 99686

owned by

VALDEZ FLY-IN CORPORATION

is licensed by the department to conduct business for the period

November 17, 2016 through December 31, 2018  
for the following line of business:

71 - Arts, Entertainment and Recreation

This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.

Chris Hladick



