



MEMBER

VMC

Venue Marketing Consulting

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Aerial Drones Policy

OVERVIEW:

To create a policy and guidelines for the use of Aerial Drones within the Hawai'i Convention Center/AEG.

POLICY:

The policy of The Hawaii Convention Center is to provide a safe and secure environment for our clients, guests, visitors, contractors and employees.

PROCEDURE:

The Hawai'i Convention Center supports the use of cutting-edge technology, such as aerial drones, at events held within the Center. Approved use of this technology is limited within the "four walls" of the Center. Operation of aerial drones outside of the building requires appropriate authorization from the Federal Aviation Administration (FAA).

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones can be units that take video footage, take static images or provide some type of service.

Use and operation of aerial drones in the Center is subject to the advance review and approval of the Hawai'i Convention Center, or designated governing body.

Term and conditions of HCC approval includes, but not limited to, the following:

- All operators must show proof of a current FAA UAS operator certificate.
- Designation of a separate demonstration area (fly-zone area) away from the general public, enclosed by safety netting or steel mesh.
- Designation of the fly-zone area must be contained within the Licensee's contracted space or approved lobby areas.
- In addition to the safety netting or steel mesh, the Hawai'i Convention Center may require additional barriers and safety buffer zones.
- Operation of the aerial drones outside the designated fly-zone is strictly prohibited.
- A representative from the drone manufacturer or authorized operator shall be present at all times in the fly-zone area.

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- No other persons, unless authorized by the Hawai'i Convention Center, will be allowed in the fly-zone area while the aerial drone is in operation.
- There shall be an unobstructed sight path between the aerial drone and its operator at all times.
- Upon approval by Hawai'i Convention Center, the aerial drone unit may be operated to hover up and down, rather than in a fly-around pattern within the fly-zone area.
- Operation of any aerial drone must maintain a constant minimum of 10' clearance in height from the ceiling, within any approved area(s). Operation is required to be under 5 mph.
- Drone is to be under 55 lbs in weight.
- Drones with protected rotor/propeller blades are required.
- Licensee shall be responsible for properly notifying exhibitors, attendees and the general public to their event that an aerial drone is in operation and may be taking video or images.
- The Hawai'i Convention Center may require show management to provide appropriate signage to this end.
- The Hawai'i Convention Center may require a fire safety officer on stand-by (billable to show management or exhibitor) upon full review of the aerial drone operation plan.
- The licensee/vendor/exhibitor shall issue and have executed a release of liability form from each participant in the vicinity of the approved area(s), which includes an indemnification of the Hawai'i Tourism Authority, Hawai'i Convention Center, and AEG Facilities on the release from liability form. Event Manager will monitor that such forms are being actively completed during the course of the drone activity. Upon request, completed forms shall be submitted to the Hawai'i Convention Center.
- The licensee/vendor/exhibitor shall provide proof of insurance including aircraft liability as outlined in the Event License Agreement insurance requirements.

To ensure that aerial drone operations are reviewed in a timely manner, licensee/vendor/exhibitor shall submit the following to your Event Manager no later than sixty calendar (60) days prior to the first show day.

- Name of drone manufacturer/exhibitor, including contact name, cell phone and email address.
- Name of drone operator(s) and proof of certification.
- Manufacturer's specs of the unit to include dimensions, weight, construction material and unit function(s).
- Proposed hours of operation, frequency and # of drone operators.

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- Number of aerial drone units to be operated.
- A floor plan of designated fly-zone area to include at a minimum:
 - Description and dimensions of proposed space
 - Height of safety netting proximity of general public viewing area
 - Location of safety buffer zone.
 - Designation of “fly-zone”
 - Designation of “spectator/participant zone”
 - Designation of “operator zone”
- All insurance coverage required by the Hawai‘i Tourism Authority, Hawai‘i Convention Center, and AEG Facilities.

The submittal will be reviewed by one or all of the following: General Manager, Director of Operations, Director of Events, Director of Finance. Submission of the above does not constitute or guarantee approval. Following HCC approval, the Event Manager will notify the Licensee.

The use of this amazing technology also brings with it additional issues, namely with confidentiality and liability. Licensee assumes full responsibility and liability for approved aerial drone operations within its contracted space or approved lobby areas, regardless if such operation is done by an exhibitor, contractor or show management.

The proposed operation of aerial drones outside the “four walls” falls under the jurisdiction and advance authorization of the Federal Aviation Administration (FAA), and is not permitted at the Hawai‘i Convention Center. Please visit www.faa.gov/uas/civil_operations to get information on obtaining a certification of operation or please call the FAA Honolulu Office at (808) 837-8300. Please inquire with your Event Manager if this is your situation.

Approval _____