



TITLETOWN

POLICIES AND PROCEDURES

ACCESS TO EVENT SPACES

Rockwood Terrace: Located on Level 2 of the Ariens Hill building. Please enter at 46 Below (West entrance). Guest Services will be staffed at the entrance to welcome and assist guests. Guests will take the elevator to Level 2. A registration table, if needed can be set up on Level 1 or Level 2.

TitletownTech: There are two entrances for the TitletownTech building - Main Entrance and Park-Side Entrance. Your Event Coordinator will let you know which entrance will be used for your event. The Main Entrance is located on the North side of the building directly off the parking lot that runs parallel to Lombardi Avenue. The Park-Side entrance is located on the South side of the building across from the Ariens Hill Building.

ANIMALS

For the safety and comfort of all our visitors, animals are not permitted in the Titletown event venues without prior approval. Guide, signal or service dogs (as defined by law) are allowed in each space. All sanitary needs for animals are the responsibility of the customer. Please discuss this with your Event Coordinator prior to your event date.

CONFERENCE MATERIALS/USE OF CARTS

Materials brought into the venue requiring the use of a cart will need to be coordinated with your Event Coordinator. Your Event Coordinator will provide direction as to what entrance should be used for load-in and load-out.

For security reasons, please provide the name of the vendor/person along with company name, time of arrival, as well as a description of the delivery to your Event Coordinator for admittance. Titletown venues are secured areas and you will need to be escorted by a member of the Events Department. Failure to provide this information in a timely manner may cause a delay upon arrival.

If you have several persons/vendors/exhibitors that need to utilize the elevator, or other designated entrance, we recommend that you stagger arrival times. Based on the items that you need to bring in and the number of loads, we encourage you and your vendors/exhibitors to provide your own cart/carts to expedite the process.

USE OF LOGOS

Due to license restrictions, Titletown, Rockwood Terrace, TitletownTech and 46 Below logos cannot be utilized or reproduced and should not be used to advertise the event on invitations, posters, banners, or media advertisements.

Use of any images and/or trademarks must be approved in writing by the Titletown Marketing Department.

CONTRACT/CONFIRMATION

When you have selected the date for your event in Titletown, a contract will be sent to you to confirm your reservation. Your signature is required on the contract, which should be returned by the date specified, accompanied with a deposit. The deposit due is 50% of the room rental fee. The deposit, when received, is non-refundable. If you need to reschedule your date, your deposit will be applied to the new date if booked within a specified time period. If you need to reschedule the date more than once, your deposit may be forfeited.

DECORATING

Due to the structure of the buildings (Rockwood Terrace & TitledownTech), helium balloons are not allowed. Balloons used to decorate, other than helium-filled, are acceptable. The use of glitter and/or confetti to decorate banquet tables is not allowed. Additional clean up fees will be assessed if glitter or confetti is utilized. The use of fog or vapor machines is prohibited. No staples, tacks, or adhesives are allowed on any walls or doors within Rockwood Terrace/TitledownTech. Banners cannot be hung to be viewed by the general public unless they have been pre-approved. Candles may be used on tables if securely supported on substantial noncombustible bases in locations to avoid danger of ignition. The candle flames must be protected.

ENTERTAINMENT

Should you have entertainment at your function, please provide the name and phone number of your entertainment company/entertainer to your Event Coordinator. Maintaining sound levels will ensure that other events are not disturbed. Titledown reserves the right to require sound levels to be lowered.

EXPOSITION SERVICES

Titledown does not provide drayage services. We can recommend local companies/contractors or you can utilize a company of your choice. There is an electrical charge for all booths and tabletop exhibits that request power. Please coordinate these requests with your Event Coordinator.

FOOD AND BEVERAGE SERVICE

All federal, state, and local laws with regard to food and beverage purchase and consumption will be strictly enforced. Titledown will not dispense alcoholic beverages to anyone under legal drinking age or to any parties considered under the influence of alcohol. It is policy that no liquor, beer, or wine may be brought in from outside sources. The event staff desires that all guests have a memorable experience at each venue. For this reason, we adhere to a maximum of two (2) alcoholic beverages per person for each transaction. Last call is 11:30 p.m. or prior for all events. All food and beverage consumed on the premises must be purchased through the venue. Any remaining food and beverage shall not be taken from the premises.

Titledown has transitioned to entirely cashless payment systems. All "cash basis" bar sales will need to be settled with credit/debit card payment methods.

INSURANCE REQUIREMENTS

Client shall, upon request, provide and keep in force during the event, from insurance companies authorized to do business in Wisconsin and with a minimum rating of A- or better (as determined by A.M. Best Company), commercial general liability insurance as follows:

(I) Minimum commercial general liability insurance containing coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate including coverage for personal injury and contractual liability.

(II) The Green Bay Packers, Inc. (the "Packers"), Green Bay/Brown County Professional Football Stadium District (the "District"), Titledown and the Caterer (together the "Additional Insured(s)"), each of whom shall be named as additional insured parties on ALL Client's liability insurance policies. Such policies shall contain a clause providing in substance that it will not be cancelled or any material provisions thereof amended adversely to the Additional Insured(s). Said coverage will (i) be primary insurance and the insurer shall be liable for the full amount of any loss up to the total limit of liability required without the right of contribution of any other insurance coverage held by the Additional Insured(s) and (ii) also include waivers of subrogation in favor of the Additional Insured(s).

(III) As a precondition to exercising its rights hereunder and in conformity with the above, Client shall provide evidence of such coverage thirty (30) days prior to the event via an Accord certificate of insurance.

(IV) Client shall be responsible for insuring all property of which it/they own or maintain that is brought on the premises.

(V) Client shall maintain, at its own cost and expense, workers compensation insurance in respect of all employees and any borrowed, leased or other person to whom such compensation may be payable by Client.

MEAL GUARANTEES

Guarantees are required for the number of persons attending your event by 11:00 a.m. seven (7) business days prior to the event date. This number will be considered a guaranteed number for attendance, not subject to reduction. If no guarantee is received, the estimated number of guests on the Event Order will be considered the guarantee. If attendance falls below the guarantee, the licensee is responsible for the number guaranteed.

PARKING

Parking is provided on a complimentary basis with the exception of Packers home games. Unless otherwise specified, please utilize the North parking lot along Lombardi Avenue. Handicap parking is available. No overnight parking is allowed on Titledown property. Vehicles are prohibited from parking in fire lanes. Buses are allowed to drop off in the North parking lot along Lombardi Avenue. Overflow parking is available in the Lambeau Field parking lot.

PAYMENT

Payments can be made by credit card, or check made payable to Titledown Development. Payment for your event, including the estimated food and beverage charges, room rental, and any ancillary charges, is required at least seven (7) business days prior to your event date.

The following credit cards are accepted: Visa, MasterCard, Discover and American Express.

If you are tax exempt, please inform the Event Coordinator at the time of booking your event and also on your contract where indicated. A copy of your Wisconsin Certificate of Exemption Status will be required for our files. Estimated charges will include state tax if this document is not provided.

PHOTOS

The licensee grants to the NFL, Titledown, and their designees the irrevocable permission to use his or her voice or likeness in any media now or hereafter existing in connection with all or any part of said event, for any purpose whatsoever, including the commercial purposes of the NFL, Titledown, and their sponsors, licensees, advertisers, or broadcasters.

ROOM SET-UP CHANGES

There will be an additional charge for "Changing the Room Set-up" on the day of the function once the room has been set up as per your original order. For groups up to 30 (\$50), groups up to 50 (\$75), groups up to 100 (\$125), and groups above 100 (\$150).

SET-UP/AUDIO VISUAL SERVICES

Your room rental fee provides for basic set-up of your function space to include: tables, chairs, standard table linens and linen napkins, dinnerware and basic audio visual equipment. A list of audio-visual services is available upon request. You are allowed to bring in your own equipment or utilize an outside contractor of your choosing. If choosing an outside contractor, please notify the Event Sales Department or your Event Coordinator.

SHIPPING

Customers or exhibitors shipping material and/or equipment to Titledown prior to the event must receive permission and acknowledgement from the Event Coordinator. Packages will not be accepted earlier than three (3) working days prior to the event date. Please mark clearly and label as follows:

Hold for: Name of Guest, Name of Event, Date(s) of Event
Titledown Events Department
1025 Lombardi Access Road
Green Bay, WI 54304

Receiving, handling, and shipping charges may apply. Material Handling Forms will be provided by your Event Coordinator should fees apply. Payment is required prior to the date of the event. No COD packages will be accepted. Availability of storage space is limited. If you are shipping large amounts of materials, this must be approved by the Event Coordinator.

STADIUM AND HALL OF FAME TOURS

If you would like to add a Lambeau Field Stadium Tour or self-guided tour of the Green Bay Packers Hall of Fame to your event, please notify your Event Coordinator.

UTILITIES

For safety reasons, installation of all utility services involving electrical, water, Internet (hard wire), and telephone connections must be performed by a Tiletown staff member. All electrical connections must be in accordance with the Electrical Code. Not all outlets in the building are live and must be programmed a minimum of seven (7) business days in advance. All electrical cords, sound cables, or other trip hazards must be safeguarded. All extinguishers, hydrants, and fire department connections must be unobstructed at all times.

WEDDINGS

Flowers and other decorations may be delivered by the vendor of your choice the day of your event. All items will be loaded-in/out via the West entrance of the Ariens Hill building. Please advise your Event Coordinator of the name of the person(s) making any delivery, as well as, the anticipated time of arrival and phone number. All decorations must be removed at the conclusion of the event. Please make sure that any decorations used, other than flowers, are pre-approved.

Wedding cakes from a licensed bakery are not to be delivered more than three (3) hours prior to the start of your event. The bakery should be instructed to unload at the West entrance of the Ariens Hill building. Please provide the bakery name and arrival time in advance. You can have the bakery contact your Event Coordinator directly to arrange a time and receive further instruction.

Your entertainment/entertainer should set up prior to the start of your event. Please instruct them to contact your Event Coordinator for load-in directions.

Tiletown is not responsible for any items left on the premises before, during, or after the event.

*ON BEHALF OF THE TITLETOWN EVENTS TEAM,
THANK YOU FOR YOUR BUSINESS!*