



LAMBEAU FIELD POLICIES AND PROCEDURES

Teamwork. Integrity. Excellence.

*These values define the winning culture of the Green Bay Packers.
We are delighted that you have decided to become a part of the tradition of Tittletown!
Your selection of Lambeau Field for your upcoming event is sure to be a crowd pleaser.*



ACCESS TO EVENT SPACES

If your event is held on the Associated Bank Club Level/4th floor, your attendees will be asked to access this area via the escalators. The Club Level is a secured floor that is not open to the general public. By utilizing the escalator to access your event, the Green Bay Packers security team is able to assist with ensuring that access is limited to your guests/attendees only. Therefore a registration table, if desired, should be located on the Atrium floor and name badges or other identification used. Should you have an attendee/guest with mobility concerns, arrangements can be made to utilize the elevator. Please discuss this with your Event Coordinator in advance of your event.

If your event takes place in the North End, you and your guests will enter through the Bellin Health Gate. Access to the space is via elevator.

Events held in the South End are accessed through the Shopko Gate. Access to the space is via elevator.

ANIMALS

For the safety and comfort of all our visitors, animals are not permitted in Lambeau Field. Guide, signal or service dogs (as defined by law) are allowed in Lambeau Field. All sanitary needs for animals are the responsibility of the customer.

ATRIUM ACCESS

The Lambeau Field Atrium is open to the general public each day, beginning at 8:00 a.m. on weekdays, 9:00 a.m. on Saturdays and 10:00 a.m. on Sundays, with the exception of gamedays. Should your event be scheduled to begin prior to 8:00 a.m., the Atrium doors will be opened 15 minutes prior to the start of your first scheduled function. Special arrangements for admittance can be arranged for set-up time. Please coordinate this with your Event Coordinator.

CONFERENCE MATERIALS/USE OF CARTS

Materials brought into Lambeau Field requiring the use of a cart will be directed to the Lambeau Field loading dock, visiting team bus bay, or other designated entrance. This includes entertainment, conference materials, wedding cakes, centerpieces, etc. The loading dock is open from 7:00 a.m. - 3:30 p.m. Monday - Friday (Saturdays 7:00 a.m. - 12:00 p.m.). 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. The loading dock and visiting team bus bay 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/exhibitors that need to utilize the loading dock, visiting team bus bay, 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 exhibitors to provide your own cart/carts to expedite the process.

The use of carts is prohibited on the public passenger elevators. Our freight elevator is accessible through the loading dock and prior arrangements must be made with your Event Coordinator. Under no circumstances can carts be brought in through the Lambeau Field entrances (Miller Lite, American Family, Oneida Nation, Bellin Health, Shopko or Associated Bank Gates).

USE OF LOGOS

Due to license restrictions, the Packer "G" as well as the Lambeau Field Atrium logo 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 Green Bay Packers' Marketing Department.



CONTRACT/CONFIRMATION

When you have selected the date for your event at Lambeau Field, a contract will be sent to you to confirm the date. 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, once 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.

There are no events held at Lambeau Field on home gamedays or the day after a home game.

DECORATING

Due to the structure of the building, 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 Lambeau Field. Limited size banners are acceptable and will be hung by the Green Bay Packers staff. Banners should be delivered to the Events Department prior to the event date. Banners, signs, and pictures may only be placed in the areas that have been reserved for the event. Banners cannot be hung in the main Atrium 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. On the day of your event, your entertainer will be required to load any equipment in through the loading dock.

Due to the layout of the facility, entertainment is not allowed on the North Balcony unless special arrangements are made and will depend on other functions occurring on the same date.

Live music is only allowed inside the Legends Club Room or if the event rents out all spaces on the Associated Bank Club Level (4th floor).

Maintaining sound levels will ensure that other events are not disturbed. Lambeau Field reserves the right to require sound levels to be lowered.

Custom price quotes for live entertainment/setup requirements (stage, power, greenroom, etc.) will be provided.

EXPOSITION SERVICES

Lambeau Field does not provide drayage services, but we can recommend local companies/contractors or you can utilize a company of your choice. There is an electrical charge for all booths and table top 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. Lambeau Field will not dispense alcoholic beverages to anyone under legal drinking age or to any parties considered under the influence of alcohol. It is therefore policy that no liquor, beer, or wine may be brought in from outside sources. The Green Bay Packers desire that all guests have a memorable experience at Lambeau Field. 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 our caterer, Delaware North Sportservice. Any remaining food shall not be taken from the premises.

GUEST SERVICES

The Guest Services desk is located inside the Atrium. Information regarding Lambeau Field can be obtained from a representative 8:00 a.m. - 5:00 p.m. Monday - Friday, 9:00 a.m. - 5:00 p.m. Saturday and 10:00 a.m. - 5:00 p.m. Sunday.



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"), the City of Green Bay (the "City"), Green Bay/Brown County Professional Football Stadium District (the "District"), the Lambeau Field Atrium, Inc. ("LFA") and 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. Unless otherwise specified, please utilize the northeast parking lot along Lombardi Avenue. Events taking place in the North End Zone and South End Zone should park nearest the Bellin Health Gate or the Shopko Gate, respectively. Handicap parking is available at each gate. No overnight parking is allowed on Lambeau Field property. Vehicles are prohibited from parking in fire lanes and on the Robert E. Harlan Plaza. Large vehicles and trailers are prohibited from parking directly in front of any gate.

Buses are allowed to off load in front of the Green Bay Packers Ticket Office. The bus should then park in the northwest corner of the parking lot near the intersection of Ridge Road and Lombardi Avenue. If you are hosting an event in the North End or South End, please make bus off load and parking arrangements with your Event Coordinator prior to your event date.

PAYMENT

Payments can be made by money order, credit card, or check made payable to Lambeau Field Atrium. Payment for your event, including the estimated food and beverage charges, room rental, and any ancillary charges, is required at least seven (7) days prior to your event date. A credit card on file is required to guarantee payment of any additional costs incurred the day of the event.

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

If you are tax exempt, please inform the Event Sales Department 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, the Packers, 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, the Packers, 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, staging, standard table linens and linen napkins, dinnerware, security, and basic audio visual. 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 Lambeau Field prior to the event must receive permission and acknowledgement from the Events Department. Packages will not be accepted earlier than three (3) working days prior to the event date. Please mark clearly and label as follows:

**Lambeau Field Events Department
ATTN: Coordinator Name
1265 Lombardi Avenue
Green Bay, WI 54304**

Hold for: Name of Guest, Name of Conference, Date(s) of Conference

Receiving, handling, and shipping charges may apply. Material Handling Forms will be provided by Lambeau Field 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 through the Events Department.

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, this can be arranged through your Event Coordinator prior to your event date.

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UTILITIES

For safety reasons, installation of all utility services involving electrical, water, Internet (hard wire), and telephone connections must be performed by a Lambeau Field 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) 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. These items should be brought in through the Green Bay Packers loading dock. 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 Lambeau Field loading dock. Please provide the bakery name and arrival time in advance. You can have the bakery contact us 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.

Lambeau Field and the Green Bay Packers are not responsible for any items left on the premises before, during, or after the event.

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**ON BEHALF OF THE GREEN BAY PACKERS AND THE LAMBEAU FIELD EVENTS TEAM,
THANK YOU FOR YOUR BUSINESS!**

