

The Hawai'i Convention Center ("HCC") will consider requests to operate aerial drones/Unmanned Aerial Vehicles (UAV's) within a Licensee's contracted space if certain provisions are met. Aerial drones/UAV's are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones/UAV's can be units that take video footage, take static images or provide some type of service. Casual or recreational use of aerial drones/UAV's is strictly prohibited at HCC.

## **Approved Flight Areas:**

A Licensee/vendor/exhibitor may apply to operate an aerial drone/UAV inside the Licensee's contracted space only. Aerial drones/UAV's may not be flown over people. If the designated fly-zone area is located within a space, room or hall that will be occupied by people while the drone is in operation, the fly-zone area must be enclosed by a 4-sided safety netting or steel mesh.

## **Restricted Flight Areas:**

All common areas (concourses, Lobby, corridors, registration and pre-function spaces in common areas), the rooftop and all areas outside of HCC's "four walls" are restricted flight areas. Special requests to operate an aerial drone/UAV in common areas when unoccupied may be considered and must be submitted to HCC for pre-approval.

The Licensee must agree to assume full responsibility and liability and provide written consent for approved aerial drone/UAV operations within its contracted space or approved common areas, regardless if such operation is done by an exhibitor, contractor or show management.

Use and operation of aerial drones/UAV's in the Center is subject to the advance review and approval of the HCC or designated governing body. Terms and conditions of HCC approval includes, but is not limited to, the following:

- All aerial drone/UAV operators must be certified by the Federal Aviation Administration ("FAA") and must follow all FAA rules and regulations.
- Aerial drones/UAV's operating within approved flight areas must weigh less than 55 pounds and be registered with the FAA. The designated fly-zone area must be contained within the Licensee's contracted space or approved common areas.
- Vendors/exhibitors requesting to operate an aerial drone/UAV must obtain written approval from the event's Licensee and submit this documentation to HCC with their application. See application on page 4.
- If the designated fly-zone area is located within a space, room or hall that will be occupied by people while the drone is in operation, the fly-zone area must be enclosed by a 4-sided safety netting or steel mesh. The Licensee/vendor/exhibitor will need to supply their own safety netting or steel mesh and arrange to have it rigged at their own expense. Netting or mesh openings must be no larger than the smallest component of the aerial drone/UAV's size, so to not allow pass-through.
- In addition to the 4-sided safety netting or steel mesh, HCC may require additional barriers and safety buffer zones to be provided.
- Operation of aerial drones/UAV's outside the approved, designated fly-zone is strictly prohibited.
- The authorized aerial drone/UAV operator shall be present at all times in the fly-zone area.
- No other persons, unless authorized by HCC, 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.

- The aerial drone/UAV may not be operated from a moving vehicle.
- Aerial drones/UAV's carrying weapons are prohibited.
- Upon approval by HCC, the aerial drone/UAV unit may be operated to hover up and down, rather than in a fly-around pattern within the fly-zone area.
- Operators must maintain a constant minimum of 10' clearance in height from the ceiling within approved fly-zone areas.
- Operation is required to be under 5 mph.
- Aerial drones/UAV's must have protected rotor/propeller blades.
- Licensee shall be responsible for properly notifying exhibitors, attendees and the general public attending their event that an aerial drone/UAV is in operation and may be taking video or images. HCC may require show management to provide appropriate signage.
- Upon full review of the flight plan, HCC may require a Security Officer to be on stand-by at the expense of the Licensee/vendor/exhibitor.

### **Aerial Drone/UAV Application Requirements:**

The Licensee/vendor/exhibitor requesting to operate an aerial drone/UAV must submit the following items to the Event Manager no later than **sixty (60) calendar days prior** to the drone operation date.

1. Completed HCC Aerial Drone/UAV Application. See application on page 4.
2. Applicant's information including contact name, company name, cell phone, email address.
3. Drone operator(s) information including contact name, company name, cell phone, email address.
4. Licensee's information including contact name, company name, cell phone, email address.
5. Copy of FAA UAS Remote Pilot certificate.
6. Copy of FAA Small UAS Certificate of Registration.
7. Drone manufacturer's specifications including make, model, size, weight (must be less than 55 lbs.), construction material and functions.
8. A comprehensive flight plan that includes proposed hours of operation, frequency and number of aerial drone/UAV operators, number of aerial drones/UAV's to be operated at one time and a detailed floor plan of the designated fly-zone area that includes the following information, at minimum:
  - Description and dimensions of proposed space
  - Location and height of safety netting proximity of general public viewing area
  - Location of safety buffer zone.
  - Designation of "fly-zone"
  - Designation of "spectator/participator zone"
  - Designation of "operator zone"

9. A letter or e-mail from the event Licensee providing consent to operate an aerial drone/UAV within its contracted space or approved common areas.
10. Insurance requirements - The Licensee/vendor/exhibitor shall provide a certificate of insurance including aircraft liability as outlined in the Event License Agreement insurance requirements.
11. Release of liability form - 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 State of Hawai'i, Hawai'i Tourism Authority, Hawai'i Convention Center, and AEG Management HCC, LLC 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 HCC.

The Aerial Drone/UAV application will be reviewed by HCC Management. Submission of the above does not constitute or guarantee approval. Applicants will be notified by the Event Manager via email once a decision has been made on their application.

The operation of aerial drones/UAV's outside the "four walls" of HCC falls under the jurisdiction and advance authorization of the Federal Aviation Administration (FAA) and is not permitted at HCC. Please contact your Event Manager if this is your situation.

For more information about the FAA's Unmanned Aircraft Systems (UAS) rules and regulations, please visit <https://www.faa.gov/uas/> or call the FAA Honolulu Office at (808) 837-8300.

## DRONES / UNMANNED AERIAL VEHICLES (UAV) APPLICATION

Event Name:					
Event Dates:					
<b>Applicant Information</b>					
First / Last Name:					
Company:		Address:			
Mobile phone no:		Email:			
<b>Drone Operator Information</b>					
First / Last Name:					
Company:		Address:			
Mobile phone no:		Email:			
FAA Pilot ID #:		FAA Aircraft Registration #:			
<b>Licensee Information</b>					
First / Last Name:					
Company:		Address:			
Mobile Phone no:		Email:			
<b>Drone Specifications</b>					
Make / Model:		Size:		Weight:	
Material:		Functions:			
<b>Drone Flight Plans</b>					
Date(s) & time(s) of operation:					
Location(s):					
No. of operators:		No. of drones:			
<b>Applicant Checklist</b>		✓			
Completed Drone Application					
Copy of FAA UAS Remote Pilot certificate					
Copy of FAA Small UAS Certificate of Registration					
Flight plan / Floor plan with fly-zone, spectator, operator areas marked					
Written approval from Licensee (if applicant is an exhibitor)					
Proof of insurance					
Release of Liability form					

**By signing this document, I acknowledge that I have read, understand and will comply with all rules and requirements set forth in the Hawai'i Convention Center's Aerial Drone/UAV Policy.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Drone Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Email your application and the required supporting documentation to your Event Manager no later than sixty (60) calendar days prior to the drone operation date. If you have any questions, please call the Events Department at (808) 943-3500.**