

# Big Balloon Build – Lake Geneva 2023

- Arrive:** Sunday 19<sup>th</sup> March 2023 (you can choose to arrive earlier)
- Leave:** Friday 24<sup>th</sup> March 2023 (you can choose to stay later)
- Build Days:** Monday 20<sup>th</sup> March to Thursday 23<sup>rd</sup> March 2023
- Build Times:** Approx. 8.15 am to 5.30pm each day with an approx. 1pm finish Thursday
- Airports:** Chicago, O'Hare International – 75 mins.  
Milwaukee, General Mitchel Airport – 50 mins

**Registration:** The registration for attending the Big Balloon Build is \$385 for the 4 days of the build. You will receive a special delegate T-Shirt as part of registration.

All registrants **MUST** stay at the designated hotel, and be part of the evening social events, and food package. There are **NO** registration only options.

Registration is **NOT** open to anyone living or working within 60 miles of Lake Geneva. This includes Milwaukee, Walworth, Racine, Kenosha, Milwaukee, Waukesha, Jefferson, Rock County and parts of Dodge and Dane County. In Illinois, this includes Lake, McHenry, and Boone County and parts of Winnebago, Dekalb, Kane, Dupage, and Cook County.

**Deposit:** A \$100 nonrefundable payment is required to secure your place once your application has been approved. This **MUST** be paid within 48 hrs or your place is not fully offered until this payment is made.

**Hotel:** Holiday Inn Express, 200 W. O'Connor Drive Elkhorn, WI 53121

We have negotiated a special deal of \$120 per night (it includes Breakfast and all sales taxes). Sharing for two will be \$60 per person per night.

Minimum hotel stay is 5 nights from Sunday 19<sup>th</sup> leaving on Friday 24<sup>th</sup> March, you can book additional nights before and after at this special rate.

Please **DO NOT** contact Holiday Inn direct –we book all rooms directly.

Please note as **NO** IHG points will be able to be claimed for the stay.

**Food:** We have organised all lunches and dinners for registrants Monday through Thursday. This includes the celebratory meal on Thursday evening after the launch. In addition there will be a large range of snacks, fruits sweets, hot and cold drinks available throughout the build.

This is all included in the food package of \$159 per delegate, this is in addition to the registration and accommodation. We will ensure that all special dietary requirements are covered, and we will ask you for more information regarding these needs in the application.

Alcoholic beverages will be available at each evening meal venue at your own cost. These should be enjoyed responsibly.

**Attendance** Attendance at the Lunches and evening meals are for registered attendees ONLY. We cannot arrange spaces for relatives or friends who are not registered in the actual build itself.

**Total Costs** If you register and are sharing a hotel room with another person, adding no additional nights. If you add extra nights or are not sharing then the hotel costs will be more.

Registration	\$375
Hotel 5 nights \$60 per night (Sharing)	\$300
Food Package	\$159
<b>TOTAL</b>	<b>\$834</b>

**Payment:** **OPTION 1 – FULL one off payment.**

Using the above example, they will pay an:

- Immediate Deposit of \$100 to secure their place.
- Plus a One-time payment of \$734 before September 30<sup>th</sup> 2022
- **TOTAL \$834 (NO administration fee)**

**OPTION 2 – 3 PAYMENT PLAN**

Using the example above, they will pay an

- Immediate Deposit of \$100 to secure their place.
- Plus 3 payments of \$261 on Sept 30<sup>th</sup>, Nov 30<sup>th</sup> and Jan 30<sup>th</sup>
- **TOTAL \$884 (includes \$50 administration fee)**

**Dress code** We would advise you to wear comfortable clothing and safe appropriate footwear during the build. Anyone wearing open toe sandals or bare feet will be required to leave the build until they do have appropriate footwear.

During the night you may want to be casual or dress up a little, we leave that to your own choice. You are required to wear your Lake Geneva City Big Balloon Build T-shirt on the final Thursday.

**Media** We will be taking video and photographs during the build, and we will be creating several videos and slides that we will be providing to you after the build, and that you can use to promote your involvement.

Official hastag of this event #lakegenevaBBB2022

We encourage you to take pictures of the build, and your fellow professionals, and we will ask everyone to share their pictures to the SHARED DRIVE that we will provide the link to closer to the event on each day ... our aim is to collate and create a collage video from all of your pictures on a daily basis!

**Social Media:** Upon arrival through Wednesday night, we encourage you to share as much as you like on social media. There will even be contests and drawings for the most views, likes and shares!

On Thursday we ask that nothing be shared so our charity and VIP's can have the first look at the finished build.

After the ribbon cutting on Thursday, you are free to resume posting. You will even be invited to a semi-formal VIUP event on Thursday evening where we will have a professional photographer.

We only ask that you use our Big Balloon Build event hashtags and those of our sponsors. We will provide more information on this closer to the event.

## **Itinerary**

These are subject to change but at present this will give you an idea of the evenings and other social activities.

### **Sunday 19<sup>th</sup> March**

**10am *Pre Preparation of Venue***

**2.00pm Champagne toast hosted by the Business Improvement District in Downtown Lake Geneva, followed by shopping on Main Street.** Lake Geneva is a tourist destination with boutiques, souvenirs, coffee shops, and a beautiful lake and park.

**4:00pm Inspired Coffee Shop (Main St. Lake Geneva), Welcome Reception hosted by Inspiration Ministries, our charity for the build.** Casual meet and greet, introductions, snacks, drinks, and mingling.

### **Evening Dinner, Downtown Lake Geneva- Genos East Pizza**

This is an optional meal that is not part of the meal plan.

### **Monday - Thursday**

**Lunch: Lunches will be provided on-site each day of the build.**

### **Monday 20<sup>th</sup> March**

**Evening: Popeyes on the Lake**

A quirky landmark with lake views & a menu of roasted meats, sandwiches & seafood entrees.

### **Tuesday 21<sup>st</sup> March**

**Evening: Oakfire, Downtown Lake Geneva**

Casual lakefront bistro serving an American menu with Swedish & Midwest influences

### **Wednesday 22<sup>nd</sup> March**

**Evening:** Next Door Pub- Pizza delivered to the build, followed by a trip to Topsy Turvey Brewery

### **Thursday 23<sup>rd</sup> March**

#### **Official Launch**

This is where the Media Ceremony will officially mark the completion by the artists, and kick off the weekend's events, and we will be welcoming the VIP residents from the charity who are getting a sneak peek as the First Visitors into this Big Balloon Build.

**Evening:** Catered dinner at the Hotel followed by VIP evening at the build! You're on the VIP list!

This semi-formal event where you will be honored for your participation and we will also thank the sponsors and community members who made it possible. Clean up, dress up, and take photos with your hard work!

### **Friday 24<sup>th</sup> March**

#### **10am-1pm - Walk the historic lake path and brunch (weather permitting)**

Lake Geneva is home to some of the most extraordinary historical mansions in the midwest. After the Chicago fire in the late 1800's, many of the city's wealthiest families-built homes in Lake Geneva while they were displaced. All of these lakefront mansions are viewable from a public path around the lake.

If you would like to stay and volunteer in the build for the Friday evening or Saturday public event, you are more than welcome.

**COVID-19:** Final decisions on our COVID-19 protocol policy will be decided upon as we get closer to the Big Balloon Build and will be based solely on the state of the virus.

By attending the Big Balloon Build, you understand that there is an inherent risk to exposure to COVID-19 simply being in a public space, let alone a convention. As such, you understand and agree that by attending, you are doing so at your own risk.

We will take all reasonable and responsible steps towards hosting this event safely, but we cannot keep you free and clear of all risk. Therefore, you also acknowledge that by attending the Big Balloon Build 2022, should you

become infected with COVID-19, you cannot and shall not hold Big Balloon Build, Valley Party Supply or United Way, it's producers, staff or sponsors responsible for such exposure. YOU ARE DOING SO AT YOUR OWN RISK

## **CANCELLATION POLICY**

**PLEASE REVIEW THIS BEFORE COMPLETING YOUR PAYMENT.**

1. **Sale or transfer of registration**

Sale or transfer of registration, hotel and food packages are NOT permitted.

Delegates cannot sell or transfer their registrations independently to others.

If you are unable to attend Big Balloon Build – Lake Geneva 2023, you need to follow the cancellation policy below.

**ALL CANCELLATION REQUESTS MUST BE SUBMITTED BY EMAIL TO [team@bigballoonbuildUSA.com](mailto:team@bigballoonbuildUSA.com)**

**THEY WILL BE TREATED AS FOLLOWS BASED ON THE DATE OF RECEIPT OF THAT EMAIL.**

**Prior to 31<sup>st</sup> December 2022**

If you are unable to attend for any reason you are entitled to a full refund of any payments you have made excluding the \$100 deposit which is non-refundable.

**Between 1<sup>st</sup> January 2023 and 28<sup>th</sup> February 2023**

If you are unable to attend for any reason after during this period, including but not exclusive to medical issues, family emergencies, business decisions and the like, refunds for cancellations during this period will exclude the deposit AND the registration fee.

**After the 28<sup>th</sup> of February 2023**

Any refund during this period will exclude registration, deposit AND the food package. We will endeavour to refund your hotel, based on the hotel refund policy.

While we completely understand that you may have a very valid reason to cancel your registration, the Big Balloon Build is dependent upon the registration to cover the operating costs of the entire event. This approximate two-week deadline is absolutely our "line in the sand", please understand that any such reasoning for these policies is not personal but rather a professional and business decision that must be made in order to protect the operation of the Big Balloon Build event itself.