

DATE: April 30, 2009

TO: NASAO Members

FROM: Henry Ogrodzinski/Michelle Lewis

RE: 57^h Annual EAA AirVenture Oshkosh 2009

GENERAL INFORMATION

The 57^h Annual EAA AirVenture begins on Monday, July 26 and ends on Sunday, August 1, 2009 at Wittman Field in Oshkosh, Wisconsin. It is the world's premier aviation event. The Experimental Aircraft Association is anticipating attendance of over 750,000 participants and 10,500 aircraft. In addition, it will feature more than 700 commercial exhibits and more than 500 forums, workshops and other aviation education opportunities. Over the years, the FAA Administrator has visited the NASAO Information Center as have many governors, members of Congress, state and federal Secretaries of Transportation and other leaders and celebrities. Of course, our most important guests are the visitors from your state. Your participation is vital for NASAO's continued success at AirVenture.

HOTEL INFORMATION

NASAO has booked a limited number of rooms at the La Quinta Inn & Suites in Appleton Wisconsin. There is a three-night minimum imposed by the hotel and all charges must be paid in advance. The room rate is \$185.00 per room plus applicable 11% sales tax. In order to reserve a room, please fill out the attached registration form and return it to Michelle Lewis before noon (EDT) Monday June 1, 2009. No registrations will be accepted after that date. After June 10, any cancellations, early check-outs or no-shows will be charged 100% of the reservation. Since there are a finite number of rooms, if you need more than one room for your state, please feel free to make copies of the enclosed registration form and number them in the upper left hand corner in order of priority. Additional registrations will be put on a waiting list and after the June 1 deadline any available rooms will be assigned to those on the waiting list based on the date and time the request was received.

TRANSPORTATION

Appleton is located 22 miles north of Oshkosh. Shuttle buses to Oshkosh are available from various hotels in Appleton for a nominal fee. For a schedule, visit www.nationwidetravelers.com or call Nationwide Travelers at 920-734-5620.

REGISTRATION

There is a \$145 registration fee for each state aviation director, or the director's designee. (See attached registration form) The registration fee includes a full-event all access pass to EAA AirVenture and one ticket to the Annual NASAO Celebration of Aviation Luncheon. The NASAO Luncheon is scheduled for Saturday, August 1, 2009.

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NASAO INFORMATION CENTER HOURS

The NASAO Information Center will be open the entire week, from Monday, July 27 through Sunday, August 2 from 9:00 am to 5:00 pm daily. The NASAO Information Center will be in a new location this year and the exact location and directions will be sent separately.

STAFFING

Henry Ogradzinski, Michelle Lewis and Kathryn Solee will represent the NASAO Washington office in Oshkosh this year. We would sincerely appreciate *any* volunteers who will be able to help staff the NASAO Exhibit during its daily hours of operations, especially if you can assist with set-up and teardown of the exhibit. **(Set-up Saturday, July 25 from 2:00 p.m. – 5:00 p.m. & Sunday, July 26 from 10:00 a.m. – 5:00 p.m.; Teardown Sunday, August 2).** If you or members of your staff are able to help us, *please* contact Michelle Lewis, as soon as possible at 703-417-1883 or mlewis@nasao.org.

FEATURED STATE EXHIBIT BOOTH SPACE

Four spaces are available for states wishing to become featured states within the NASAO Tent. The exhibit space includes a 6' table and the fee includes (2) full-event all access passes to EAA AirVenture, (2) tickets to the Annual NASAO Celebration of Aviation Luncheon. The fee is \$2,000.

HANDOUTS

NASAO will again display and distribute state aeronautical charts and airport directories, to the public, free of charge. Traditionally, this has been one of the most popular aspects of the NASAO exhibit. Even if you do not plan to attend AirVenture, please send your charts and directories. I can assure you they will be well utilized by your in-state constituents and those who plan to fly to your state in the future. Please do not send general tourism information or highway maps, ***all publications should relate directly to aviation.***

All materials should be sent to GES at the addresses listed below for advance shipments and direct shipments to the exhibit site. ***There will be a material handling charge by GES to each state for receiving material, holding and delivery to the tent.***

ADVANCE SHIPMENTS TO WAREHOUSE

Shipments should arrive on or before July 20, 2009

NASAO
EAA Airventure Oshkosh 2009
NASAO TENT
c/o GES Exposition Services
2449 State Road 44
Appleton WI 54904
(800) 475-2098 (phone)

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DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments will be accepted: Thursday, July 23, 2009 – Sunday, July 26, 2009

NASAO
EAA Airventure Oshkosh 2009
NASAO TENT
c/o GES Exposition Services
Wittman Field
EAA Convention Site
1001 W Waukau Ave
Oshkosh, WI 54902

Please DO NOT send your materials to the NASAO office, due to limited space we are unable to store them.

EAA INFORMATION

More information on AirVenture 2009 can be obtained from EAA's web-site at www.airventure.org.

NASAO CONTACT

For more information regarding NASAO's participation at EAA Airventure 2009, please contact Michelle Lewis at mlewis@nasao.org or 703-417-1883.

NASAO/EAA AIRVENTURE OSHKOSH 2009

REGISTRATION FORM

Thank you for participating in EAA Airventure Oshkosh 2009. Please check all boxes that apply.

- Attending AirVenture and Sending Exhibit Material ONLY Sending Exhibit Material

NAME OF STATE DIRECTOR OR STAFF MEMBER (as it is to appear on badge)

TITLE

ORGANIZATION

ADDRESS

CITY/STATE/ZIP

PHONE

FAX

E-MAIL ADDRESS:

ARRIVAL DATE:

DEPARTURE DATE:

The NASAO Luncheon below is included in the \$145.00 registration fee. Please indicate if you plan to attend:

NASAO Luncheon – Saturday, August 1, 2009

YES

NO

HOTEL REQUEST & PAYMENT– If you want reservations under NASAO’s room block at the La Quinta Inn & Suites, please indicate your room preference below. The hotel has a **3-night minimum and full payment must be made in advance**. On or before June 10, 2009 the hotel will charge the credit card provided for the full amount of the stay. In the event of a cancellation, it is the responsibility of the individual to refill the room with another person or for the payment in full of 100% of the anticipated stay. This payment may not be credited and reapplied to another credit card in the event of any cancellations or changes.

Check-in Date: _____

Check-out Date: _____

Room Type: Single

Double

Smoking

Non-smoking

Credit Card: VISA

MasterCard

AMEX

Cardholders Name _____

Card # _____

Expiration Date _____

Billing Zip Code _____

Cardholders Signature: _____

Number of people sharing room: _____

Names of additional person(s) sharing room:

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EXHIBIT MATERIALS AND TENT STAFFING

Our State will send the following information:

- Airport Directories Aeronautical Charts Other Aviation Material
 - I am available to assist with staffing the NASAO Tent on the following days:
-

PAYMENT - REGISTRATION FEE: \$145.00

- Check Enclosed** (make payable to NASAO and mail to address below)
- Credit Card:** VISA MasterCard AMEX

Cardholders Name _____
Card # _____ Expiration Date _____ Billing Zip Code _____

Cardholders Signature _____

- Registration Fee x \$145.00 each \$ _____

TOTAL REGISTRATION FEE ENCLOSED: _____

FEATURED STATE EXHIBITOR REGISTRATION

Exhibit space is available for \$2,000. In addition to exhibit space, this fee includes week long admission and registration for two staff members, and 2 NASAO Luncheon tickets. **Please complete a registration form for each person attending.**

- Check Enclosed** (make payable to NASAO and mail to address below)
- Credit Card:** VISA MasterCard AMEX

Cardholders Name _____
Card # _____ Expiration Date _____ Billing Zip Code _____

Cardholders Signature _____

- Exhibit Space (\$2,000) \$ _____

TOTAL REGISTRATION FEE ENCLOSED: _____

RETURN COMPLETED FORM BY JUNE 1, 2009

By FAX: 703.417.1885

By EMAIL: mlewis@nasao.org

By POSTAL MAIL: **National Association of State Aviation Officials (NASAO)**
Reagan Washington National Airport
General Aviation Terminal - Hangar 7, Suite 218
Washington, DC 20001