

2009 VIRGINIA AVIATION CONFERENCE

You are cordially invited to exhibit your products or services at the 35th Virginia Aviation Conference scheduled for August 26-28, 2009 at the Hotel Roanoke & Conference Center in Roanoke, Virginia.

This meeting of airport managers, sponsors, consultants, government officials and those with an interest in aviation in Virginia features a Virginia Aviation Board Meeting, special speakers, exhibitors, and the Virginia Aviation Awards banquet which honors those who have made significant contributions to aviation in Virginia.

The Virginia Aviation Conference is sponsored by the Virginia Department of Aviation, Virginia Aviation Board, Virginia Airport Operators Council, and Virginia Aviation Business Association.

We hope that you will choose to exhibit with us in historic Roanoke, Virginia!

Tentative Agenda:

Wednesday, August 26, 2009

11:00 a.m. – 5:00 p.m.	Golf Tournament
1:00 p.m. – 4:00 p.m.	Exhibit Setup
3:00 p.m. – 5:00 p.m.	Registration
5:00 p.m. – 7:00 p.m.	Welcome Reception in Exhibit Hall

Thursday, August 27, 2009

7:00 a.m. – 8:00 a.m.	VAOC Breakfast (buffet)
8:00 a.m. – 5:00 p.m.	Continuous Break
8:00 a.m. – 5:00 p.m.	Exhibit Hall
8:00 a.m. – 5:00 p.m.	Registration/Information Desk Open
9:00 a.m. – 9:15 a.m.	Welcoming Remarks
9:15 a.m. – 10:15 a.m.	Keynote Speaker – Topic – Business Aviation
10:15 a.m. – 10:45 a.m.	Morning Break
10:45 a.m. – 11:45 a.m.	Breakout 1 "Airport Planning 101"
10:45 a.m. – 11:45 a.m.	Breakout 2 "Airport and FBO Relationships"
12:00 noon	Lunch – Speaker – Ken Rowe
1:30 p.m. – 3:30 p.m.	Virginia Aviation Board Roundtables
3:00 p.m. – 3:30 p.m.	Afternoon Break
3:30 p.m. – 5:30 p.m.	Virginia Aviation Board Workshop
6:00 p.m. – 7:00 p.m.	Consultants Reception
7:00 p.m. – 9:00 p.m.	Virginia Aviation Awards Banquet

Friday, August 28, 2009

7:00 a.m.	5K Run/Walk
9:00 a.m. – 10:00 a.m.	Breakout 3 "General Aviation Airport Roundtable"
9:00 a.m. – 10:00 a.m.	Breakout 4 "Air Carrier Airport Roundtable"
10:00 a.m. – 12:00 p.m.	Virginia Aviation Board Meeting
12:00 noon	Adjourn

Visit the Virginia Department of Aviation's web site (www.doav.virginia.gov) for the most up-to-date Conference schedule information.

Exhibitor Information

Exhibit Hours

On Wednesday, the Exhibit Area will open at 5:00 p.m. and close at 7:00 p.m. On Thursday, the Exhibit Area will open at 8:00 a.m. and close at 5:00 p.m.

Refreshment Breaks

Refreshment breaks will be held in the exhibit area to encourage traffic.

Installation and Dismantling

Cartons and packages should be shipped to arrive at the hotel no earlier than three days prior to the Conference. In addition to mailing information, on your shipping label please place: 1. Virginia Aviation Conference, 2. Your name, 3. Company Name, 4. Date of Function (Aug. 26-28, 2009), and 5. Hold for Arrival. A complete return address label on cartons is also requested. Exhibit setup will take place Wednesday from 1:00 p.m. - 4:00 p.m. Dismantling will take place Thursday from 5:00 p.m. - 8:00 p.m. (Contact conference coordinator for exceptions).

The hotel address is:

The Hotel Roanoke & Conference Center
110 Shenandoah Avenue
Roanoke, Virginia 24016

Exhibit Space Layout

Each exhibit space will include one 6 ft. draped table. The floor is carpeted. Free-standing exhibit panels may be placed behind the table providing that they are not significantly wider than the table. Electricity and phone lines will be arranged individually. A form is included to allow exhibitors to order these services.

Exhibit Space Assignment

Exhibit spaces will be assigned based on table, electrical, and phone line requests.

Exceptional Requests

If your display has any special requirements: for example, high power usage, older computer equipment which may not be compatible with the phone system, or large product demonstrations, please notify us.

Signs and Banners

No signs, banners, or other items, which could potentially damage a wall, may be affixed without obtaining prior permission.

Security

It is recommended that you not leave valuables (laptop computers, etc.) unattended in the exhibit area.

While the exhibit hall will be in a separate room in the Conference Center which may be locked, exhibitors are still advised to use caution and not leave valuables in the room overnight. The Virginia Department of Aviation or Hotel Roanoke & Conference Center will not be responsible for lost or stolen items.

Keynote Speaker



Lisa Piccione,
Senior Vice
President,
Government
Affairs, NBAA

Luncheon Speaker



Kenneth A. Rowe,
Director of the
Virginia Department
of Aviation
from 1984-1994.

What Do I Wear? *Business Casual is appropriate for meetings. The Virginia Aviation Awards Banquet Thursday evening is Business.*

For more information about the
2009 Virginia Aviation Conference contact
Betty Wilson, Conference Coordinator, at
(804) 225-3783, ext 107 or
Betty.Wilson@doav.virginia.gov



Exhibitor Registration Form

Date: _____

35th Annual Virginia Aviation Conference

1. Registration

	Cost	How Many	Total
<input type="checkbox"/> Exhibitor Fee (deadline July 24)	\$325.00	x _____	\$ _____

One full conference registration is included. Additional persons staffing exhibit tables require regular registrations.

<input type="checkbox"/> Regular Conference Registration	\$165.00	x _____	\$ _____
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Please list how many people will attend each of these events (including yourself)

 Opening Reception (Wednesday) _____ Lunch (Thursday) _____ Reception (Thursday) _____ Banquet (Thursday) _____

2. Extra Meals (for guests)

	Cost	How Many	Total
<input type="checkbox"/> Thursday Lunch	\$24.00	x _____	\$ _____

<input type="checkbox"/> Thursday Banquet	\$39.00	x _____	\$ _____
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3. Grand Total (including guests)

How Many	Total
_____	\$ _____

4. Extras Checklist

 Electrical/Technology Request Form Submitted

6ft. Table _____

No Table (free-standing panels only) _____

5. Activities

 Golf Tournament - Form completed & faxed to Campbell & Paris Engineers 5K Run/Walk - Form completed & faxed to Talbert & Bright, Inc

6. Contact Info (Please Print)

Name: _____ E-Mail: _____

Preferred Name for Badge: _____ Phone Number: _____

Title: _____ Fax Number: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ I plan to arrive by _____ car _____ airplane

Contact Person/Telephone Number: _____

Is this your first Virginia Aviation Conference? Yes _____ No _____ If not, how many Conferences have you attended? _____

What products/services will you be displaying at your booth? _____

Describe your exhibit -- tabletop or free-standing, etc. _____

7. Payment Info

 Check made out to Virginia Aviation Conference Fund enclosed for \$ _____

8. Send in Your Registration

 Mail this form and your check to: Virginia Aviation Conference, 5702 Gulfstream Road, Richmond, Virginia 23250-2422.

DOAV Use - Payment:

Check number _____ or Cash _____ Date: _____ Amt: _____ Receipt Number: _____ Initials: _____

Reservation Request

VIRGINIA AVIATION CONFERENCE

Wednesday, August 26 - Friday, August 28, 2009

RESERVATION DEADLINE: Monday, July 24, 2009

Reservations received after the above cut-off date or after the group block is full will be honored on a rate and space available basis only.

Reservations may be made by calling:

The Hotel Roanoke & Conference Center directly at 866-594-4722

Be sure to ask the agent for the:

Aviation Conference

Or fax this form to:

Reservations Department at 540-853-8264

Rates: \$84.00 per room, per night Single Occupancy
\$104.00 per room, per night Double Occupancy
Add 12% tax.

Check-in time is after 4:00 p.m.
Check-out time is before 11:00 a.m.

In making your reservation, The Hotel Roanoke & Conference Center requires that you either:

- (1) Enclose a check or money order equal to first night's rate, plus 12% (please, no cash)
- (2) Send the entire number of your following credit card: AMERICAN EXPRESS, DINERS CLUB, VISA, MASTERCARD, CARTE BLANCHE, or DISCOVER. Please include the expiration date and your signature.

The Hotel Roanoke & Conference Center regrets that it cannot guarantee your reservation without one of the above.

Deposits will be refunded only if cancellation notice is given prior to 4:00 p.m. on the day of arrival.

(Please record your cancellation confirmation number).

If more than one room, please:

- a) enclose list of names/addresses, indicating which guests share a room.
- b) indicate how advance deposit should be divided (if applicable).
- c) indicate how final payment will be made (one or more payments).

FORM TO BE COMPLETED - PLEASE PRINT OR TYPE

Name: _____ Group: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (Day) _____ (Evening) _____

Arrival: Date _____ Time _____ Departure: Date _____ Time _____

Number of Rooms: _____ Names for Each Room: _____

Number of People in Each Room: Adults _____ Children under 18 _____ Number of People Sharing Room: _____

Special Requests: (NOT Guaranteed) One Bed Two Beds Smoking Non-Smoking Handicapped Accessible

Check or Money Order Enclosed - Amount \$ _____ Credit One Room Credit evenly among All Rooms

AMEX CARTE BLANCHE DINERS CLUB DISCOVER MASTERCARD VISA

Card Number _____ Expiration Date _____

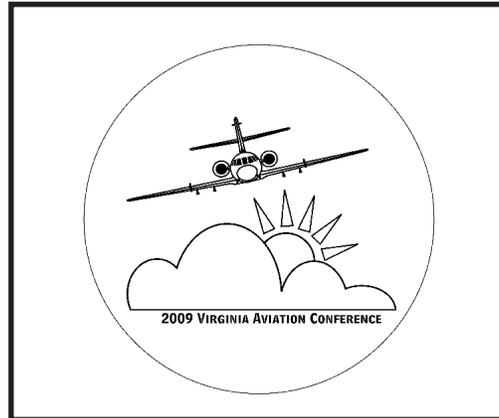
Signature _____ Today's Date _____

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Hotel Roanoke & Conference Center

August 26-28, 2009

Register Today!



**Registration
Deadline:
July 24, 2009**

Sponsored by:

Virginia Department of Aviation
Virginia Aviation Board
Virginia Airport Operators Council
Virginia Aviation Business Association

Exhibitor Registration

Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

**Registration
Deadline:
July 24, 2009**



