



**ALEA'S 41<sup>ST</sup> ANNUAL  
CONFERENCE & EXPOSITION**

**JULY 20-23, 2011**

**NEW ORLEANS, LOUISIANA**

***PILOT ORIENTATION  
&  
FLIGHT OPERATIONS SAFETY  
HANDBOOK***



**Airborne Law Enforcement Association**  
*50 Carroll Creek Way, Suite 260*  
*Frederick, MD 21701*  
**PHONE: 301-631-2406 FAX: 301-631-2466**  
*www.alea.org*

# WELCOME TO ALEA's 41<sup>st</sup> ANNUAL CONFERENCE & EXPOSITION

2011 Show Dates: Wednesday, July 20 – Saturday, July 23, 2011  
Exhibits open July 20-22

Pilot Orientation & Flight Operations Safety Briefing – Monday, July 18, 2011

We are pleased you will be joining us for ALEA's 41<sup>st</sup> Annual Conference & Exposition, which will be held at the Ernest N. Morial Convention Center, New Orleans, Louisiana. **Note: All references in this document to the Convention Center mean the Ernest N. Morial Convention Center.** This manual, available on ALEA's website, [www.alea.org](http://www.alea.org), provides you with information regarding flight operations and safety procedures for the event.

## IMPORTANT EXHIBITOR NOTES

It is important for exhibitors who intend to display aircraft in the Convention Center to understand:

- No aircraft will be permitted to depart from the Convention Center once the aircraft has landed until the specified date of departure following the show.
- No demonstration flights will be authorized to operate from the Convention Center area.
- Any exhibitor who intends to fly an aircraft that is "Experimental" should be familiar with FAA requirements regarding flight over congested areas. The process for gaining FAA approval for such flights should be initiated well in advance of the conference & exposition.
- Aircraft will NOT be permitted to land at the Convention Center without the specific insurance documentation that is delineated in these guidelines.
- News media will not be permitted to enter the landing zone, and will be required to remain a safe distance from the landing zone.
- The landing zone will be secured by barricades and uniformed sworn police personnel wearing high-visibility vests.
- There should be only the minimum aircrew necessary for the safe operation of aircraft to arrive and depart the landing zone – No ride-alongs or other passengers will be permitted in aircraft during flight operations.
- In the event of an in-flight emergency, the pilot in command shall be responsible for taking appropriate action.
- Pilots shall be familiar with hand signals that will be used by the landing zone officer with respect to movement when approaching, hovering, landing and departing the landing zone. These hand signals will be demonstrated at the pilot briefing.

- The landing zone a surrounding area will be swept prior to commencing flight operations. However, pilots should be mindful of the effect of rotor downwash and the possible FOD that can occur.
- There will a fire truck and paramedic rescue ambulance adjacent to the landing zone in the event of a mishap, and only authorized rescue personnel shall be permitted in the landing zone.
- In the event of a mishap, the NTSB will have initial responsibility and authority for removal of aircraft. In the event the NTSB and/or the FAA chooses not to respond, the owner/operator shall have responsibility for removal of their aircraft.

Pilots of any aircraft being flown to the Convention Center for exhibit must attend the Pilot Orientation & Flight Operations Safety Briefing prior to the aircraft being flown to or departing from the Convention Center. The briefing will be held on Monday, July 18, 2011, at Landmark Aviation, 5801 Walter Beech Street, Lakefront Airport, New Orleans, LA. The briefing will begin at 8:30 a.m. **Once again, no aircraft will be permitted to land at or depart from the Convention Center unless the pilot has attended the briefing prior to his/her flight.**

Please review the material in this handbook before attending the Pilot Orientation & Flight Operations Safety Briefing. At this briefing, pilots will be asked to provide a contact name, hotel and telephone number, and the aircraft type and registration number, in the event of any problems or questions regarding exhibited aircraft.

## **INSURANCE REQUIREMENTS FOR DISPLAY OF AIRCRAFT**

**All aircraft exhibited in the Convention Center for ALEA's 41<sup>st</sup> Annual Conference & Exposition, whether flown or trucked in, must be properly insured.**

**Any commercial exhibitor that brings an owned, leased or borrowed aircraft to be displayed in the Convention Center, including the use of aircraft belonging to a governmental agency, agrees to name ALEA Inc., its agents, officers, directors and employees and exhibition convention center, its owners, management company, officers, directors and employees as an 'additional insured' on the exhibitors policy of insurance covering the operation of the aircraft. In addition Exhibitor acknowledges that ALEA does not maintain any insurance to cover loss or damage to any property of Exhibitor. Exhibitors are advised to obtain commercial insurance to cover all losses and claims. Furthermore, it is requested that all exhibiting companies carry general liability and personal property insurance, including workers' compensation, if applicable.**

**Proof of insurance must be in the form of a “Certificate of Insurance” that identifies all aircraft, individually by serial number, stating the make, model, registration number, and owner of the aircraft. If the aircraft is owned/operated by someone other than the exhibitor, the documentation should so state and proof of insurance shall name both as insured or additionally insured. Without proof of insurance, the aircraft will not be permitted to land at or move into the Convention Center.**

**Aircraft flown to the Convention Center: Exhibitors flying aircraft to the Convention Center must provide proof of insurance to ALEA in the form of a Certificate of Insurance. This should be from the exhibitor’s insurance broker, confirming a minimum of \$5,000,000 combined coverage for public liability and property damage.**

**Aircraft trucked to the Convention Center: Exhibitors trucking aircraft to the Convention Center must provide proof of insurance to ALEA in the form of a Certificate of Insurance. This should be from the exhibitor’s insurance broker, confirming a minimum of \$1,000,000 combined coverage for public liability and property damage.**

## **ADDITIONAL INSURANCE REQUIRMENTS**

Whether an aircraft is flown or trucked to the Convention Center, the Certificate of Insurance must also list as additionally insured:

- Airborne Law Enforcement Association, its Agents, Officers, Directors and Employees
- The Ernest N. Morial Convention Center, its Owners, Management Company, Officers, Directors, and Employees

Additionally, the Airborne Law Enforcement Association shall be provided a “Waiver of Subrogation” under the hull/physical damage insurance coverage for each aircraft.

If hull/physical damage insurance coverage is **NOT** carried, or the aircraft is “self-insured” by the owner, ALEA must receive a notarized letter on the aircraft owner’s letterhead signed by an officer of the company stating that the owning/operating company will not hold the Airborne Law Enforcement Association liable for any damage incurred during the 41<sup>st</sup> Annual Conference & Exposition, to include the time period of the aircraft’s arrival at the Convention Center to the time of its departure.

Proof of Insurance (original or copy is acceptable) should be transmitted by mail, email ([singley@alea.org](mailto:singley@alea.org)) or fax (301-631-2466) to the Airborne Law Enforcement Association, Attention: Conference & Exposition Flight Operations, 50 Carroll Creek Way, Suite 260, Frederick, MD 21701.

**PROOF OF INSURANCE MUST BE RECEIVED BY ALEA NO LATER THAN WEDNESDAY, JUNE 1, 2011.**

For last minute changes/replacements to aircraft being exhibited, fax (301-631-2466) or email ([singley@alea.org](mailto:singley@alea.org)) insurance documents to ALEA and bring copies to the Pilot Orientation & Safety Briefing on Monday, July 18, 2011. Documents must be verified by ALEA before aircraft will be permitted into the Convention Center.

## **STAGING OF AIRCRAFT TO THE CONVENTION CENTER**

For the 41<sup>st</sup> Annual Conference & Exposition, ALEA is requiring that all helicopters flying in to the Convention Center be staged out of **Landmark Aviation, located on the south side of New Orleans' Lakefront Airport (NEW)**. The airport is located approximately 9.0 nautical miles northeast of the Convention Center. Arrangements should be directly with them.

Landmark Aviation at Lakefront Airport  
5801 Walter Beech Street  
New Orleans, LA 70126  
504-241-2800 p  
504-241-3059 f  
Addie Fanguy – General Manager

**Some of the pertinent airport information is provided below for your convenience**

### **Lakefront Airport**

#### Location:

FAA Identifier: NEW  
Lat/Long: 30-02-32.6000N / 090-01-41.7000W  
30-02.543333N / 090-01.695000W  
30.0423889 / -90.0282500 (estimated)  
Elevation: 8 ft.  
Variation: 02E (1995)  
From city: 4 miles NE of New Orleans, LA

#### Airport Operations:

Sectional Chart: New Orleans  
Control Tower: Yes  
ARTCC: Houston Center  
FSS: De Ridder Flight Service Station  
NOTAMs facility: NEW (NOTAM-D service available)  
Attendance: Continuous  
Landing Fee: Yes, waived with minimum fuel purchase

#### Airport Communications:

CTAF: 119.9  
ATIS: 124.9  
WX ASOS Phone: 504-245-4366  
Lakefront Ground: 121.7 [0800-1800]  
Lakefront Tower: 119.9 [0800-1800]  
New Orleans Approach: 123.85 (south); 133.15 (north)  
New Orleans Departure: 123.85 (south); 133.15 (north)

For more information, refer to the FAA's New Orleans VFR Terminal Aeronautical Chart (FAA ID: TNO).

For the duration of the Fly-In, the ALEA / Louisiana State Police will base an individual at Landmark Aviation who will be responsible for the coordination of all departures of aircraft that are repositioning to the Convention Center. He will have direct cell phone contact with ALEA Safety Program Manager Keith Johnson, who will be serving as Director of Flight Operations.

### **FBO & FLIGHT LINE SERVICES**

Exhibitors should make early arrangements with Landmark Aviation for servicing, overnight parking and preparation of display aircraft for the ALEA Conference & Exposition. Note: ALEA has confirmed that Landmark Aviation has ample ramp space available to accommodate the parking of the number of helicopters anticipated to display. Landmark Aviation will charge an overnight ramp parking fee of \$25 for single-engine and \$40 for twin-engine aircraft.



**ALEA's 41<sup>st</sup> ANNUAL CONFERENCE & EXPOSITION  
FLIGHT OPERATIONS SCHEDULE**

**PILOT ORIENTATION & FLIGHT OPERATIONS SAFETY BRIEFING AND  
FLY-IN SCHEDULE**

Date: Monday, July 18, 2011

Location: Landmark Aviation – Lakefront Airport  
5801 Walter Beech Street  
New Orleans, LA 70126

8:30 a.m. Welcome

8:40 a.m. Pilot Orientation & Flight Operations Safety Briefing

9:00 a.m. Convention Center Landing Area Opens

12:00 noon Convention Center Landing Area Closes

**\*\*NOTE\*\* Transportation will be provided from the hotels to Landmark Aviation for the Pilot Orientation & Flight Operations Safety Briefing**

**AIRCRAFT MOVE-IN to EXHIBIT HALL and STATIC AREA**

Monday, July 18, 2011: 9:00 a.m. – 12:00 noon

**“WEATHER DAY”**

Tuesday, July 19, 2011: ALEA staff members are committed to other activities on this day and are not generally available to coordinate flight operations. ALEA may arrange access to the landing area ONLY for extraordinary circumstances that prevent completing Convention Center flight operations by 12:00 noon on Monday, July 18, 2011. Therefore, there will be no scheduled aircraft arrivals other than on Monday, July 18, 2011.

**ARRIVAL/DEPARTURE PROCEDURES**

We are recommending a flight corridor for arrivals that brings helicopter traffic around the Convention Center, landing to the east. Adjustments may be required due to wind speed and direction. Departures from the Convention Center will be

to the east, winds permitting. Pilots are expected to comply with appropriate Federal Aviation Regulations and any directions received from air traffic control facilities. Arriving and departing aircraft must communicate with Lakefront Tower. Pilots are responsible for separation from other aircraft. Like all communities, New Orleans has noise sensitive areas, so pilots are requested to Fly Neighborly. The recommended arrival routes and final approach to the Convention Center will be outlined at the pilot briefing.

Landing and takeoff of all display aircraft will be to/from a closed-off portion of a public street (Henderson) that parallels the south end of the Convention Center as directed by the ALEA Director of Flight Operations.

Due to the relatively restricted operational area at the Convention Center, **a flight schedule for departures from Landmark Aviation to the Convention Center has been established** and will be reviewed at the Pilot Orientation and Flight Operations Safety Briefing. ALEA reserves the right to assign time slots due to a possible need to sequence the aircraft based on an exhibitor's booth location. This schedule will be coordinated by ALEA's Director of Flight Operations. If, due to maintenance or other operational requirements, an aircraft cannot meet the assigned time, notify the on-site ALEA / Louisiana State Police representative ASAP.

### **AIRCRAFT FUEL REQUIREMENTS**

Convention Center regulations stipulate that fuel tanks must be topped off **at the time of entry into the Convention Center. Gas caps must be locked or sealed with tape. Batteries must be disconnected. Igniter breakers must be pulled and tie-strapped.**

Aircraft fuel quantity may be checked prior to movement into the Convention Center. Pilots are reminded to plan their departures from the Convention Center back to Landmark Aviation at Lakefront Airport or a suitable destination where necessary refueling can be accomplished.

Should a fuel, oil, or hydraulic leak occur while the aircraft is inside the convention center, ALEA will have a number of "spill kits" and drip pans available. However, if a leak cannot be stopped or contained, the aircraft will be removed from the convention center.

Aircraft being trucked to the Convention Center must arrive with no fuel. It is recommended, but not required, that the fuel system be purged prior to arrival. Aircraft being trucked in (and, therefore, containing no fuel) will be required to be trucked out of the convention center.

**NOTE: Fueling and/or de-fueling will not be permitted at the Convention Center.**

## **GROUND HANDLING PERSONNEL & TOWING EQUIPMENT**

Exhibitors must provide personnel to assist in the ground movement of their helicopters into the Exhibit Hall and Static Area. Exhibitors must provide ground-handling wheels, tow bars or any special towing equipment. If you require special equipment on-site during move-in, i.e. cranes or forklifts, contact BEC Group's Robert Chance at 985-871-9106.

The Louisiana State Police may provide tug service into the Exhibit Hall and Static Area. If available, such service will be provided upon request and subject to availability of Louisiana State Police personnel. Exhibitors requesting these services shall not hold the Louisiana State Police or ALEA responsible for damage occurring to aircraft during move-in or move-out. (See above, "Aircraft Insurance Requirements.")

## **AIR-TO-GROUND COMMUNICATIONS**

When three to four minutes out from the Convention Center, and cleared by air traffic control to switch frequencies, contact ALEA Operations at the Convention Center, which will be using the call sign "EXPO GROUND." The EXPO GROUND radio frequency is 123.05 MHZ. ALEA / Louisiana State Police staff will use it only in an advisory capacity for arrivals and departures at the designated landing/take-off area at the Convention Center and to communicate with exhibitor pilots. The term "**cleared**" to land, take-off, etc., which denotes ATC authority, **will not be used**. All instructions and guidance received, regardless of terminology used, are to be considered **advisory** in nature. Pilots should obtain current navigational charts and publications before coming to the ALEA's 41<sup>st</sup> Annual Conference & Exposition to ensure compliance with FARs and awareness of airspace routes and boundaries.

## **\*\*\*SPECIAL PRECAUTIONS\*\*\***

Due to the restricted size of the landing area at the Convention Center, DO NOT attempt to land or take-off until the area is properly secured and you have been advised to proceed by the On-Site Flight Operations Director. Use caution at all times, as obstructions or other hazards not under the control of ALEA may be present. ALEA will make every effort to secure the area and remove known hazards. However, each pilot is responsible for visually determining the landing site is clear and it is safe to proceed.

**If, for any reason, the area appears unsafe, do not attempt to land or take-off. Immediately advise the Flight Operations Director of the problem by radio or telephone.**

**\*\*\*WARNING\*\*\***

For safety considerations, only those personnel authorized by ALEA will be allowed to approach an aircraft while the rotors are turning. Please advise persons meeting your aircraft to remain clear. **Under no circumstances will any person be allowed to approach or depart from an aircraft during rotor run-up or coast-down.**

**LATE ARRIVALS**

**LATE ARRIVALS WILL NOT BE ACCOMMODATED  
WITHOUT PRIOR APPROVAL!!**

ALEA personnel who are essential for the safe conduct of flight operations at the Convention Center are not necessarily available at times other than what is scheduled for flight operations. Unless necessary ALEA ground safety personnel can be made available, not late arrivals will be considered! Further, ALEA responsibilities to exhibitors and the Convention Center for the setup of the Conference & Exposition necessitate that all arrivals and departures be conducted during the scheduled hours. Deviation from this policy will be approved only after coordination with ALEA Safety Program Manager Keith Johnson and only for extraordinary reasons, such as severe weather in the vicinity of the Convention Center that prevents flight operations during the specified times. Deviation approval is not guaranteed and should not be assumed. If late arrival is approved, access to the landing site will be arranged. If required, ALEA will assist in coordinating with other Exhibitors who are affected. Exhibitors will be responsible for any additional expenses associated with late move-in.

**AIRCRAFT PREPARATION  
FOR MOVE-IN TO EXHIBIT HALL & STATIC AREA**

Exhibitors desiring to display aircraft must complete and submit the Aircraft Display Request Form (pages 17 & 18 of this document) or via the ALEA website:

[http://alea.org/public/seminars/annualConference/2011/ac\\_display\\_request.aspx](http://alea.org/public/seminars/annualConference/2011/ac_display_request.aspx)

Aircraft will be moved from the landing area into the Convention Center through doors located on the south end of the Convention Center. **These doors, labeled as Gates # 14 and #15, are 60 feet wide and 25 feet high.** It is possible that some larger helicopters may have to remove one or more rotor blades to get into the convention center. If this should become necessary, the aircraft will be moved to a location off to one side of the landing area to conduct whatever maintenance is required. Be certain you have any required tools and qualified personnel to remove and replace rotor blades. Again, if you will need any special equipment such as cranes and/or forklifts, be sure you have made arrangements well in advance with BEC Group.

**Upon landing at the Convention Center, the aircraft will be prepared as follows:**

1. Aircraft will be cooled down in accordance with manufacturers' recommendations.
2. Aircraft will be verified as having the allowed amount of fuel in the fuel tanks.
3. Aircraft fuel systems will be shut off and verified for no leakage or seepage.
4. Circuit breakers for fuel and starting systems will be deactivated, tie-wrapped to prevent inadvertent activation and verified by exhibitor personnel. Batteries shall be disconnected.
5. Aircraft fuel caps and fuel vents will be taped shut. (Locking fuel caps are preferred!)
6. If necessary, main rotor blades will be folded or removed at this time. Advise Keith Johnson, Director of Flight Operations, or other authorized ALEA representative as rotor downwash from other aircraft might damage loose cowlings or hinder blade removal.
7. Aircraft without documentation and proof of insurance will not be allowed to enter the Convention Center or remain parked on Convention Center property.
8. Know your booth number! This will expedite getting your aircraft to the proper area of the Exhibit Hall.
9. After Director of Flight Operations approval and completion of preparation, aircraft will be moved to the Exhibit Hall as instructed.
10. All exhibitors moving aircraft into the Convention Center must provide Ground Guides ("wing-walkers") to avoid possible damage to your aircraft, or other exhibits, while moving into the Convention Center.
11. Provide Keith Johnson with a point of contact (name, hotel, room number, and telephone number) should an emergency with your aircraft occur during the Conference & Exposition.
12. Aircraft, ground handling equipment, dollies, etc. may not be left outside overnight at the Convention Center before, during, or after the show, as there is no dedicated security for these types of things.

## **AIRCRAFT FLY-OUT**

**Friday, July 22, 2011**

**4:00 p.m. – 8:00 pm**

Note: Only those pilots who attended the Pilot Orientation and Flight Operations Safety Briefing for the Fly-In into the Convention Center may fly aircraft during the Fly-Out from the Convention Center.

**Only day/VFR operations are permitted.** No aircraft will be permitted to depart after 8:00 p.m.

Aircraft will not be permitted to move from their booths or the static area of the Exhibit Hall floor until after the show closes at 4 p.m. Aircraft will not be permitted to move onto the departure area after 7:45 p.m.

### **Aircraft Move-Out and Departure Procedures**

1. Obtain clearance from the BEC Group and Flight Operations Director Keith Johnson to move aircraft from the convention center to the departure area. Do NOT move aircraft to the operations area until you are ready to depart. Once on the flight line, do not leave the aircraft unattended!
2. Assemble aircraft, remove gas cap and vent tape, remove tie-wraps, and reconnect batteries. Complete a thorough preflight inspection, in accordance with maintenance procedures, to ensure that any precautionary steps taken to prepare the aircraft for display have been corrected and the aircraft has been returned to a full airworthy condition.
3. Establish two-way radio communication **before** start-up. **DO NOT** start aircraft engines until cleared by the on-site Flight Operations Director.
4. After checklists are complete, safely expedite your take-off to allow other aircraft access to the departure area.
5. Pilots are reminded to be alert for possible conflicting traffic.

Exhibitors must advise Keith Johnson if their aircraft cannot be moved out promptly. Exhibitors are responsible for security of the aircraft outside the Exhibit Hall or Static Area when departures are delayed.

**Once again, only those pilots who attended the Pilot Orientation and Flight Operations Safety Briefing for the Fly-In into the Convention Center may fly aircraft during the Fly-Out from the Convention Center.**

If an aircraft is sold, or ownership otherwise transferred during the Conference & Exposition, the aircraft must, nevertheless, be flown by a company pilot who attended the Pilot Orientation & Flight Operations Safety Briefing, preferably the same pilot who flew the aircraft to the Convention Center, and **with the original insurance still in force.**

**All aircraft to be flown from the Convention Center must be removed from the Convention Center by 8:00 p.m. on Friday, July 22, 2011. Any aircraft remaining at the Convention Center after 8:00 pm, other than those to be trucked out, are subject to being removed by ground transport to the nearest FBO at the owner's expense.**



**IMPORTANT CONTACTS AND TELEPHONE NUMBERS**

ALEA 2011 Flight Operations Director:	Keith Johnson 213-400-5536
Louisiana State Police Coordinator:	Brett McCloud 225-505-8301
ALEA Exhibit Information:	Carrie Cosens 301-631-2406
BEC Group	Robert Chance 985-871-9106
Landmark Aviation	Addie Fanguy, Manager 504-241-2800
Lakefront Airport	Randolph Taylor, Director 504-243-4010
FAA Baton Rouge FSDO:	Lloyd Kelley, Manager 225-932--5900

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**Please Fly Neighborly!**

**Take The Time For A Safe Flight Home**

**We Look Forward To Seeing You At ALEA's 42<sup>nd</sup>  
Annual Conference & Exposition**

**Reno, Nevada**

**July 11-14, 2012**

# ALEA's 41<sup>st</sup> ANNUAL CONFERENCE & EXPOSITION CHECK LIST

## FOR AIRCRAFT EXHIBITORS AND PILOTS

(Please Observe Deadline Dates!!)

- Aircraft Display Form to ALEA by Wednesday, June 1, 2011.
- Insurance certificate to ALEA by Wednesday, June 1, 2011.
- Arrange for FBO/Flight-line services with Landmark Aviation at Lakefront Airport.
- Plan for required fuel in tanks upon arrival as outlined on page 7 of this document.
- Review current Arrival/Departure procedures and charts.
- Tow bars/ground handling/rotor blade removal equipment and personnel to move aircraft into Convention Center.
- Aircraft will be in booth number \_\_\_\_\_.
- Monday, July 18, 2011 @ 8:30 a.m. - Pilot Orientation and Flight Operations Safety Briefing (required for aircraft flown to/from Convention Center) at Landmark Aviation, Lakefront Airport.
- Monday, July 18, 2011, 9:00 a.m. to 12:00 noon – Aircraft Fly-In to Convention Center.
- Friday, July 22, 2011, 4:00 p.m. to 8:00 p.m. – Aircraft Fly-Out from Convention Center.
- Remember, **all pilots must attend** the Pilot Orientation and Flight Operations Safety Briefing before they can fly an aircraft to/from the Convention Center.
- Ask questions if you are unfamiliar with these guidelines.

**Safety First!**

**ALEA's 41<sup>st</sup> ANNUAL CONFERENCE & EXPOSITION CHECK LIST**

**FOR AIRCRAFT ENTERING THE CONVENTION CENTER**

Note: Aircraft without documentation and proof of insurance will not be allowed to enter the Convention Center or remain parked on Convention Center property.

Complete and sign a form for each aircraft. Upon landing at the Convention Center, verify that the aircraft is prepared as follows:

Enter Aircraft Registration No. \_\_\_\_\_

- |   | Verified By (Initial) |
|---|-----------------------|
| 1. Aircraft verified as required fuel in the fuel tanks.<br>(See page 7 of this document)                               | _____                 |
| 2. Aircraft fuel systems will be shut off and verified for no leakage or seepage.                                       | _____                 |
| 3. Circuit breakers for fuel and starting systems deactivated and tie-wrapped to prevent inadvertent activation.        | _____                 |
| 4. Aircraft battery disconnected.   | _____                 |
| 5. Aircraft fuel caps and fuel vents taped closed.<br>(Locking fuel caps are preferred!)                                | _____                 |
| 6. If necessary, main rotor blades folded or removed.   | _____                 |
| 7. Exhibitor representatives contacted ALEA Flight Operations Director Keith Johnson before entering Convention Center. | _____                 |

After Keith Johnson approval and completion of preparation, aircraft will be moved to the Exhibit Hall or Static Area as instructed.

Use Ground Guides ("wing-walkers") to avoid possible damage to aircraft, or other exhibits, while moving into the Convention Center.

Note: Aircraft, ground handling equipment, dollies, etc. may not be left outside overnight at the convention center before, during, or after the show, as high vehicular traffic is possible and there is no dedicated security for these types of things.

Be sure you have provided ALEA Flight Operations Director Keith Johnson with a local (New Orleans, LA) point of contact, should an emergency with your aircraft occur during the exposition: Name, Hotel, Telephone Number and Room Number!!

PRINT NAME:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_ DATE: \_\_\_\_\_

**ALEA's 41<sup>st</sup> ANNUAL CONFERENCE & EXPOSITION CHECK LIST**

**FOR AIRCRAFT EXITING THE CONVENTION CENTER**

- |   | Verified By<br>(Initial) |
|---|--------------------------|
| 1. Ensure that any ground handling equipment required to move the aircraft from your booth to the flight operations area is on-site.  | _____                    |
| 2. If it was necessary to fold or remove any main rotor and/or tail rotor blades, re-install in accordance with the manufacturer's appropriate instructions and procedures. | _____                    |
| 3. Remove any tape that may have been used to seal any fuel and battery vents, aircraft fuel caps, static ports and or pitot systems  | _____                    |
| 4. Remove any tie-wraps from circuit breakers that were used to prevent inadvertent activation of fuel and starting systems and reactivate.                                 | _____                    |
| 5. Reconnect the battery.   | _____                    |
| 6. Complete all appropriate logbook entries in accordance with FAA Regulatory requirements for maintenance performed.   | _____                    |
| 7. Perform a thorough preflight inspection.   | _____                    |

Remember that the aircraft came in with minimum fuel, so the first stop needs to be planned with that in mind.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ALEA'S 41<sup>ST</sup> ANNUAL  
CONFERENCE & EXPOSITION**

**JULY 20-23, 2011**

**ERNEST N. MORIAL CONVENTION CENTER  
NEW ORLEANS, LOUISIANA**

**AIRCRAFT DISPLAY FORM**

ALL EXHIBITORS DISPLAYING AIRCRAFT MUST RETURN THIS FORM TO ALEA BY WEDNESDAY, JUNE 1, 2011.

Exhibiting Company's Name: \_\_\_\_\_

Exhibitor's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Telephone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Pilot: \_\_\_\_\_ Pilot's Phone Number: \_\_\_\_\_

Pilot's Email Address: \_\_\_\_\_

Pilot's Contact Information during Conference & Exposition (hotel, and/or telephone number):  
\_\_\_\_\_

Please provide the information requested below for all aircraft to be displayed at ALEA's 41<sup>st</sup> Annual Conference & Exposition

MAKE	MODEL	REGISTRATION NUMBER	ANTICIPATED FBO	BOOTH #

**Please complete the information below if the aircraft is owned or operated  
by someone other than the exhibitor:**

Owner/Operator Company's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Email: \_\_\_\_\_



Please return all forms completed to:

Airborne Law Enforcement Association  
Attention: Conference & Exposition Flight Operations  
50 Carroll Creek Way, Suite 260  
Frederick, MD 21701.

FAX to: 301-631-24665

Email (as attachment) to: [ccosens@alea.org](mailto:ccosens@alea.org)