

Letter of Intent  
Van Nuys Airport Special Event  
So Cal Aircraft Expo

**Location:** ABC Aviation – 123 Hayvenhurst Place, Van Nuys, CA 91406

**Date:** Saturday, October 11, 2010

**Hours:** 5:00 pm to 9:00 pm

**Event Description:** The purpose of this event is to promote the aviation industry and to bring aircraft manufactures and potential customers together.

**Type of displays:** We will have aircraft displayed on the ramp; tables set up with sales literature; booths with t-shirts, hats and like items available for purchase, and tables & chairs set up for dining inside of the hangar.

**Displays static or moving:** The aircraft will be on static display only.

**Number & type of aircraft / vehicles:** 2 business jets, 4 piston aircraft, and no vehicles. Event aircraft will arrive in the morning before the event.

**Ground handle aircraft:** ABC Aviation will park, reposition, and fuel all event aircraft.

**Number of attendees:** 200.

**Open to the public or private:** This event is by invitation only.

**VIPs expected:** Several celebrities have been invited.

**Media expected:** The Daily Star Newspaper.

**Any filming:** No.

**Any large tents:** No.

**Any alcohol being served:** Yes.

**Any cooking / open flame:** Yes, we will have 2 catering trucks preparing food on the ramp and 2 gas grills.

**Event map:** See attached map.

**Security Plan / Crowd control / public protection:** See attached map. The ABC Aviation vehicle gate on Havenhurst Place will serve as the event entrance. The gate will be manned by two event staff members who will receive and register guests. Two additional event staff members will escort guests to and from the entrance to the display area. Attendees will be contained inside the event by 4 foot tall weighted stanchions spaced 10 feet apart joined together with caution tape surrounding the event. There will be sufficient event staff to manage the crowd including: Four staff members watching the perimeter, three roaming event staff, along with the four personnel previously mentioned.

**Evacuation Plan:** See attached map.

**Parking Plan:** Guests will be greeted at the event entrance by a valet service attendant that will park their vehicle in the “Primary Parking Area” (holds 175 vehicles) or at Additional Parking” (holds 200 vehicles) located on Havenhurst Place. See attached map.

**Confirmation of LAFD / VNY PD notification:** Notifications were made to:

Sgt. Smith, VNY PD

Capt. Johns, LAFD 114

Inspector Green, LAFD Valley Industrial

**Insurance:** LAWA Risk Management is currently reviewing insurance for this event.

**Contact numbers:**

Jane Doe	(818) 555-1212	Event Coordinator
Jack Smith	(818) 555-1212	Event Coordinator
John White	(818) 555-1212	ABC Aviation Supervisor