



THE INTERNATIONAL CESSNA 170 ASSOCIATION (TIC170A)

CONVENTION PLANNER'S HANDBOOK

IMPORTANT NOTE: This handbook is intended only as a guide. For questions or other concerns, please contact the current TIC170A President or the Executive Secretary. Past Convention Hosts are an excellent resource.

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About the Association

The International Cessna 170 Association (TIC170A) is a 501 (c) 7 nonprofit membership association for IRS tax purposes. Contributions are NOT deductible as a charitable donation for income tax purposes.

Any solicitation or thank you letters need to include the above two sentences.

The organization is NOT exempt from paying or collecting sales tax in most states, but this needs to be confirmed by each convention host for their state.

The International Cessna 170 Association's federal tax identification number is: 95-3364744

For purposes of opening a checking account, convention hosts will need a copy of the IRS Determination Letter and other organizational documents. The executive secretary will provide the appropriate authorization letter for the bank and any necessary documents.

Considerations for Hosting a Convention

Convention hosts are expected to be members of TIC170A.

The expectation is that a prospective host will have attended at least one convention prior to submitting a proposal to be a host.

Location considerations include: closeness of general aviation airport to hotels, distance and transportation to commercial flights, number of hotel rooms available, meeting room and food function availability, activities in the area for attendees to do as a group and on their own and availability of transportation methods. Planning transportation of the group to activities needs to be done early so the expense can be factored in.

Other members in the area, airport personnel, hotel personnel and chamber of commerce staff can provide planning and on-site support. Several members volunteer each year to help with different activities such in the registration room or for the auction.

Throughout the entire process, the association president, executive secretary, board members and past convention hosts are available to answer questions or offer suggestions.

The association will provide an advance of up to \$5,000 to cover any deposits required or expenses prior to receiving registration fees.

Ideally, the organization prefers to have proposals approved for two to three years in advance of the convention year. While as much advance planning as possible is helpful, a convention can be planned within the year after approval.

Pre-Proposal Planning

Contact the manager of the general aviation airport to check on interest in having the group, timing considerations, possible meeting space, discounts, parking considerations, and access to facilities.

Contact possible host hotels and overflow hotels to discuss timing, what space facilities and food options are available, and an estimate of sleeping rooms available and rates.

Make a list of possible activities in the area including aviation related, sightseeing or general interest. Discuss ideas with other members in the area or other possible friends that would help.

Proposal

It is expected that proposals will be first presented to the Board and Officers and can be submitted by email or in person for the mid-year board meeting (typically held in February) or at the convention board meeting. The Board and Officers will ask questions and offer suggestions.

All proposals are then presented by the prospective host(s) or their representative at the annual membership meeting at the convention. Proposals are approved by a vote of the membership in attendance at the meeting.

Proposals should include at least this information:

- General aviation airport to be used (with identifier)
- Proposed year and estimated dates

- Host hotel and expected room rate
- Closest commercial airport
- Aviation-related places of interest
- Activities that will be considered

You may provide whatever handouts or other information you think would be helpful.

Major Considerations

Timing

- Check with the executive secretary which convention years are already approved.
- Confirm with the president and executive secretary that they do not have a conflict with the dates you are considering.
- Conventions have historically been held during the summer months, but this is not a requirement. Avoid overlapping with Oshkosh.

Airport

- Distance to the host and overflow hotels and transportation back and forth
- Distance to closest commercial airport and availability of transportation to the host hotel
- Determine there is enough tie-down and hangar space availability

Transportation

- Availability of shuttle services at airports and hotels
- Cost to transport attendees to activities
- Insurance requirements

Schedule

- Conflicts for other groups or events in the community at the same time
- Costs of hotel rooms and meeting space different times of the week
- Length and days of the convention

Activities

- Best timing for group activities based on availability and cost
- Activities that are best by done attendees on their own
- Ladies activities, usually on Airport Day

Expenses

- Per night hotel room costs, extra cost for amenities not included
- Availability of restaurant options
- Cost for any meeting or activity spaces
- Cost of food for group activities
- Transportation costs for airports to hotel, activities, general getting around the location
- Cost to attendees for commercial flights or travel

Future Convention Planning

Feb. 25, 2008

Board Members
The International Cessna 170 Assoc.

SUBJECT: FUTURE CONVENTION PLANNING

Ladies and Gentlemen,

As a follow up to my presentation at the Little Rock, Ark. Mid-year Board Meeting, I was asked to prepare a future convention schedule of events that (1) reflected the results of our Convention Survey and (2) would entice younger non-participating members to come to future conventions.

Attached are two schedule versions that incorporate the "white board" planning jointly worked out during the meeting. The more I look at the work we did, titled "Alternate Format", compared to the "Traditional Format" the better I like it.

As you examine the Alternate Format, keep in mind the membership survey results indicate:

- 77% like a five day format
- 60% willing to try start/end on a weekend
- 54% indicate Convention too full of planned events
- Men desire more flying and Mx events
- Women (and kids) desire more free time
- Almost everyone (75%) believe costs are reasonable

I personally think a Friday arrival, with flying, Mx Forums, and aircraft judging on a weekend will bring in the younger family members within a 250 mile radius of the convention Host city. Continuing with the Association Business, traditional tour events, and Awards Banquet during the Sunday afternoon thru Tuesday evening period will meet the needs of our backbone support members.

Two points to mention relative to the attached: First, Maintenance Forum or Event means either a maintenance lecture or demonstration; while, Event means touring a maintenance facility, i.e., engine, radio, or interior shop, etc., or vendor presentation.

Second, two Awards Banquet events are indicated as options. Option one is to hold it on Sunday evening in hopes it will encourage the younger, "first timer", families to stay longer. And, it opens the door to award "best" 170 trophies, poker run, and spot landing awards to those that need to depart early due to work/family commitments. I believe we have traditionally not given trophies to anyone who departs prior to the Awards Banquet (correct me if I am mistaken).

Option two is to hold the banquet at the end of the convention on the night before departing for home.

However, as the Board agreed, the Convention Host is free to pick which ever schedule of events fits the conditions of the Host city, airport, and convention facilities. These two schedules are provided only as a guide. However, 170 Business meetings need to be held in the sequence indicated to facilitate the flow of information gathered from the various groups.

Sincerely,

Jim Wildharber

Alternate Event Planning

Feb. 25, 08

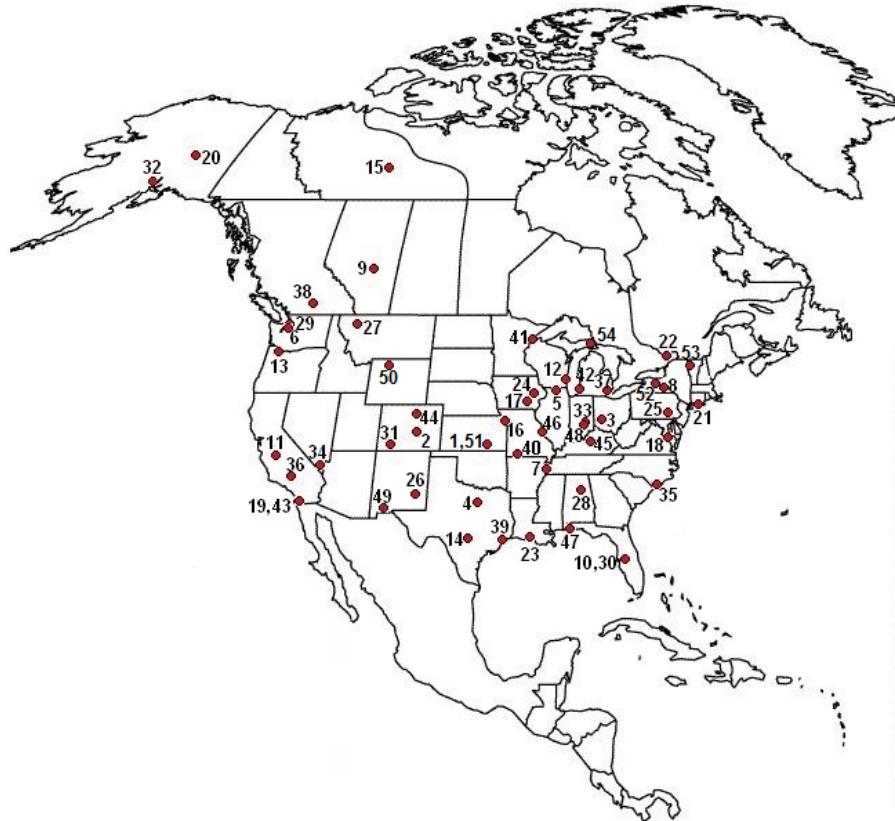
jlw

**Cessna 170 Convention
Future Key Events Planning**

	Traditional Schedule	Alternate Schedule
Fri.	N/A	Afternoon/Evening
		Arrival
		Registration
		Welcome Party
Sat.	N/A	Morning
		Poker Run
		Spot Landings
		Afternoon
		Flyout Lunch
		Mx Forum or Event
		Evening
		Mx Forum
		Evening
		Free
Sun.	Afternoon/Evening	Morning/Afternoon
	Arrival	Airport Day
	Registration	Aircraft Judging
	Welcome Party	Ladies Day Tour
		Mx Forum or Event
		Evening
		Awards Banquet (1)
Mon.	Morning	Morning
	Conv. Hosts Mtg.	Conv. Hosts Mtg.
	Area Reps Mtg	Area Reps Mtg
	Afternoon	Afternoon
	Mx Forum	Board Meeting
	Bus Tour	Bus Tour
	Evening	Evening
	Group Meal	Evening Free

	Traditional Schedule	Alternate Schedule
Tue.	Morning	Morning
	Tour	Business Meeting
	Afternoon	Afternoon
	Board Meeting	Bus Tour
	Bus Tour	
		Evening
	Evening Free	Awards Banquet (2)
Wed.	Morning	Morning
	Poker/Spot Ldg.	Departure Day
	Ladies event	
	Mx Forum	
	Afternoon	N/A
	Airport Day	
	Auction	
	Evening Free	
Thur.	Morning	N/A
	Business Mtg	
	Afternoon	
	Bus Tour	
Fri.	Morning	N/A
	Tour	
	Afternoon	
	Free	
	Evening	
	Awards Banquet	
Sat.	Departure Day	N/A
Hotel	Six Nights	Five Nights
Forums	Two Forums	Three Forums
Tours	Five	Three

Memo: (1) & (2) Alternative night for Awards Banquet



- | | |
|--------------------------|----------------------------|
| 1-1969 Wichita, KS | 31-1999 Durango, CO |
| 2-1970 Colorado Spgs, CO | 32-2000 Anchorage, AK |
| 3-1971 Dayton, OH | 33-2001 Shelbyville, IN |
| 4-1972 Ft. Worth, TX | 34-2002 Las Vegas, NV |
| 5-1973 Rockton, IL | 35-2003 Wilmington, NC |
| 6-1974 Seattle, WA | 36-2004 Tehachapi, CA |
| 7-1975 West Memphis, AR | 37-2005 Dearborn, MI |
| 8-1976 Ithaca, NY | 38-2006 Kelowna, BC |
| 9-1977 Edmonton, ALB | 39-2007 Galveston, TX |
| 10-1978 Lakeland, FL | 40-2008 Branson, MO |
| 11-1979 Fresno, CA | 41-2009 Duluth, MN |
| 12-1980 Milwaukee, WI | 42-2010 St Joseph, MI |
| 13-1981 Portland, OR | 43-2011 San Diego, CA |
| 14-1982 San Antonio, TX | 44-2012 Longmont, CO |
| 15-1983 Yellowknife, NWT | 45-2013 Bardstown, KY |
| 16-1984 Kansas City, MO | 46-2014 St Louis, MO |
| 17-1985 Blakesburg, IA | 47-2015 Gulf Shores, AL |
| 18-1986 Manassas, VA | 48-2016 Columbus, IN |
| 19-1987 San Diego, CA | 49-2017 Demming, NM |
| 20-1988 Fairbanks, AK | 50-2018 Cody, WY |
| 21-1989 New Haven, CT | 51-2019 Wichita, KS |
| 22-1990 Ottawa, ONT | 2020 Not held |
| 23-1991 Jennings, LA | 52-2021 Penn Yan, NY |
| 24-1992 Marion, IA | 53-2022 Burlington, VT |
| 25-1993 Lancaster, PA | 54-2023 Sault St Marie, MI |
| 26-1994 Roswell, NM | 55-2024 ???? |
| 27-1995 Kalispell, MT | |
| 28-1996 Albertville, AL | |
| 29-1997 Everett, WA | |
| 30-1998 Lakeland, FL | |

**The International Cessna 170
Association
Convention Sites**

Advance Preparations

While as much advance planning as possible is helpful, a convention can be organized within the year after it is approved. The following is a guideline for when more time is available.

2 - 3 Years in Advance

- ☐ Locate the host hotel and airport
- ☐ Decide on dates for event (keep school schedules and Oshkosh conflict dates in mind).
- ☐ Determine desired activities.
- ☐ Set up tentative schedule. Aircraft judging should be included in schedule of events, i.e. airport day.
- ☐ Make sure everything is finalized in writing as soon as possible. If something is not confirmed by provider, send a confirmation letter stating what your expectations are so that there is something in writing.
- ☐ Notify *170 News* Editor/*Flypaper* Editor with short description including hotel and airport information.
- ☐ A verbal or written report should be provided for each Board and Membership Meeting following the convention site selection.
- ☐ Check every 6 months to make sure all is well (same manager, same prices, etc.).

18 Months Prior

- ☐ Host is eligible for an advance up to \$5,000. Request from the Treasurer or Executive Secretary.
- ☐ Set up bank checking account. Executive Secretary will provide a letter and necessary documentation.
 - ☐ Choose a bank that does not have monthly fees and has convenient branches or ATM access.
 - ☐ Interest bearing bank accounts will qualify for exempt income tax status.
 - ☐ Advisable to get a debit/credit ATM card with the account to pay for miscellaneous expenses.
 - ☐ President and/or Treasurer need to be included as authorized signer on any accounts.
 - ☐ All Canadian checks need to be in U.S. funds.
 - ☐ Make sure all checks are made out to TIC170A and not left blank.
- ☐ Organize the team of volunteers and who will oversee certain projects. Hold regular update meetings.
- ☐ Prepare and review guidelines for any special military, government or customs paperwork that either needs either needs to be filed or that attendees need to bring with them for border crossings, base tours or aircraft customs, with recommended port of entry.
- ☐ Identify landing fees, flight service fees, parking fees, mandatory flight plan filings, forbidden or required equipment on board, i.e. hand guns or survival gear.
- ☐ Write letters requesting freebies and auction donations. **(Any correspondence should be on Association stationery. The executive secretary will provide a Word document.)**

It's good to make contact with potential donors before their budget for the convention year is established. You will probably need to contact them more than once. (See Appendix for sample letter and list.)
- ☐ Request sample computer files from the Executive Secretary (letterhead, auction solicitation, bank opening letter, donation tracking for the auction, etc.)
- ☐ Make any initial reservation deposits required to hold venues.

12 Months Prior

- ☐ **Review handbook and checklists regularly.**
- ☐ Have a convention logo created. **Please note that no elements of the Association logo may be changed for a convention logo.**
- ☐ Provide information for the *Fypaper* and *The 170 News* to the editor as available. The deadline each month is the 10th.
- ☐ A section of the Association's website is available convention information. The executive secretary will either show you how to post information or she will do it for you.
- ☐ Post information on the Association's website forum
- ☐ Notify flying publications (i.e. AOPA, AvNews, Flying, Plane and Pilot, etc.) of date and place of convention and provide the name and telephone number of the contact person, email address and web address so information can go in publication's calendar of events.

6 Months Prior

- ☐ Determine postmark deadline for early registration. Encourage early registration in all information.
- ☐ **Provide Final Convention hotel, schedule and other registration form for the *Flypaper*, *The 170 News*, association website and the convention website.**
- ☐ Verify any possible tax exempt status 501c (7) valid for your state sales tax laws. (U.S. only)

Be prepared to revise the schedule up to the last minute.

Checklists for Details

Hotel

Host Hotel

- ☐ **Utilize Board members for their input during contract negotiations and to review all contracts.**
- ☐ Check for reservation cut-off dates.
- ☐ Ask for reduced group rates.
- ☐ Complimentary room nights per number of rooms booked are a standard perk from the hotel.
- ☐ Verify if room rates and complimentary room nights are tied in to “guaranteed minimums” or “percentages booked,” with food service costs guaranteed by TIC170A. When planning before signing contracts with hotel, estimate low numbers of attendees to avoid paying later for commitments not reached. **Read the fine print.**
- ☐ Hospitality suite - free?
- ☐ Meeting rooms available - free?
- ☐ Banquet facilities.
- ☐ Restaurant facilities.
- ☐ Laundry facilities.
- ☐ Courtesy van to airport.
- ☐ Express check out available or sufficient personnel on duty at the checkout time.
- ☐ Verify if food or drinks may be brought into the hospitality suite from outside of the hotel food services.
- ☐ Locate the best source of ice or arrange with hotel to have ice available daily for coolers in buses or vans.
- ☐ Ask for other possible hotels for overflow rooms.

If possible, arrange for a hotel large enough for everyone as this cuts down on transportation time, expense and is more convenient.

Hotel Contacts

- ☐ Contact the Hotel General Manager (or Sales Manager) periodically to keep them updated.
- ☐ Provide the hotel with a copy of all scheduled activities to help them plan for staffing.
- ☐ If there is a change in management staff, confirm all previous arrangements.
- ☐ Front Desk Manager
- ☐ Banquet/Food Services Manager
- ☐ Dining Room Manager
- ☐ Group Sales Manager
- ☐ Maintenance Supervisor
- ☐ Bell Captain
- ☐ Housekeeping
- ☐ Room Service Manager
- ☐ Security

Local and/or Association Dignitaries/Guests

- ☐ Invite local dignitaries at your discretion.
- ☐ Provide them with tickets and transportation as necessary.
- ☐ If you ask them to speak, make sure they know when and where.
- ☐ Arrange for someone to greet any guests.
- ☐ Give the president a list and contact information for all dignitaries/guests so they can write a thank you note after the convention.

Registration Fee

Items to Consider

- ☐ Registration fees are set by Hosts either per person, couple or family or members plus guests/youth. Typically members are charged more to cover the costs of youth and guests, but that is not a requirement. Fees should cover hidden costs of supplies, rentals, daily beverages and ice, transportation, postage, trophies, printing, cell phone charges, and possibly welcome party, etc. ***Convention Host decides whether there will be a family, single, or per plane fee. Guests of attendees may attend 1-2 functions without paying a registration fee.***
- ☐ Review past convention registration forms for an idea of what fees have been collected.
- ☐ **Early registration should be strongly encouraged.** Early registration fees represent a savings over the higher fee charged for last minute sign-ups. The lower early registration fee is an incentive so that the Hosts have a better idea of head-count for food and room reservations.
- ☐ Transportation to/from FBO and commercial airport and to activities
- ☐ Portable toilets
- ☐ Tents
- ☐ Printing/copies
- ☐ Awards
- ☐ Refreshments that would not be included in activity fees (water). *Have bottled water available on all buses.*
- ☐ Coolers for water in the Hospitality Room and on transportation vehicles
- ☐ Shipping for supplies from Headquarters, past convention hosts
- ☐ Supplies for Hospitality Room
- ☐ Fees for Meeting Rooms (Forum, Annual Meeting, BOD, Area Rep, etc.)
- ☐ Fee for invited guests at Banquet or other meals during the convention
- ☐ Include a 5-10% cushion on all fees to cover unexpected expenses.
- ☐ Neck wallets for name badges for attendees. *(Use Bold Large print for first name.)*
- ☐ Tickets for venues paid for in advance
- ☐ Welcome bags with freebies, maps of area, etc.
- ☐ Door prize tickets and people's choice ballots
- ☐ Pocket schedules (See Appendix for sample.)

Refunds

- ☐ Convention registration will be refunded in full if the member cancels 30 days prior to convention.
- ☐ Failure to attend convention due to emergency – can be refunded at the discretion of Host.

Airport

- ☐ Airport Manager name and contact information
- ☐ Tower Chief name/phone number, if controlled airport
- ☐ Special Pattern/radio frequencies, if applicable
- ☐ Gas available/price/possible discount
- ☐ Tie down space available? Price?
- ☐ Camping allowed?
- ☐ Have available and offer prop sleeves for each aircraft to be judged (Executive Secretary has a supply.)

- ☐ FBO on field?
- ☐ Hours of operation
- ☐ Distance from hotel
- ☐ Is beer permitted on the premises if a hangar party is held there?
- ☐ Have clean, well-lit hangar available for the airport day meal and/or auction if held at airport.
- ☐ If necessary, rent tables and chairs. Make sure they are cleaned before and after, and arrange to be delivered, set up and picked up.
- ☐ **Airport information should be published in the *Flypaper*, on the website and forum six months prior to convention.**
- ☐ **Remind people to bring their own tie-downs via the *Flypaper*, website and forum. Also, let people know what type of tie-down is best suited for the location.**
- ☐ Be sure to schedule and hold briefings before flying activities and consider including Tower Chief.
- ☐ Have lots of drinking water for aircraft parking crew. Also have bottled water available on all buses.

Airport volunteer should keep a list of planes attending convention, how many come and go each day during week. The total number is needed for the written report after the convention for the quarterly newsletter.

Young Eagles Program

The primary goal of the Young Eagles Rally is to attract youth to aviation through a no-cost orientation flight. The Board voted to support Young Eagles by holding an event during the Airport Day activities at each year's annual convention whenever possible.

Convention Hosts can coordinate with the local EAA/170 Members who can contact the local chapter EAA to make the Young Eagles Program part of Airport Day. Members of the Association, who are also EAA members, are asked to volunteer their time and aircraft.

The local EAA Chapter will assure that the required supplies and forms are available and coordinate with the Host Committee a suitable location as a base of operations. Primary news media outlets need to be contacted so that children from the local community can be recruited. The objective is to provide a well-rounded event with the maximum positive impact for the convention without causing extra work or worry for the Host Committee.

An EAA form should be placed in the Registration Room so that Association members who wish to volunteer can sign in and be made aware of the time and location of the event.

Transportation

- ☐ **Provide/arrange transportation TO and FROM Host airport and the commercial airport.** Include information in printed materials, website, and forum regarding early or late arrivals about how it will be handled.
- ☐ If you are providing van/car transportation to and from the commercial airport, make it clear ahead of time who is being picked up, where you will be meeting them and exchange phone numbers.
- ☐ Provide adequate transportation for convention activities.
- ☐ Purchase insurance from the rental agency to protect TIC170A from damages or preferably use a transportation service that provides its own insurance.
- ☐ Keep in mind that you should allow 1/2 hour for loading and unloading of buses for each stop when you are planning time schedule for activities.
- ☐ Provide directions to activities for people who might be driving their own vehicles.
- ☐ If public transportation is to be used, provide information on routes, fares and hours.
- ☐ Keep an ice chest in each rental vehicle or bus daily, stocked with water and ice for the day's activities.
- ☐ Appoint a rental vehicle "dispatcher" to keep track of keys, gas levels, drivers, and destination.
- ☐ **Long bus trips get negative feedback.**

Mailing of Packages - Before and After Convention

- ☐ List address and contact for person(s) receiving packages pre-convention
- ☐ Have the address of local places to ship packages
- ☐ Make arrangements and have necessary supplies (tape, markers, and labels) on hand for attendees to mail packages back home.
- ☐ Ship or deliver Association supplies/items to the next convention host.

Miscellaneous Equipment

Items that may be needed – Check with the previous host or Executive Secretary for an inventory of convention supplies that will be available.

- ☐ First Aid Kit (real emergency type - not just one with bandages)
- ☐ Message boards
- ☐ Projection equipment and screen for PowerPoint slide show – may be available from the hotel
- ☐ Bull horn?
- ☐ Trash bags
- ☐ Ice coolers (inexpensive, throw away)
- ☐ Piano (if available, at hotel)
- ☐ Laptop computer & printer
- ☐ Extension cord & ground adaptor
- ☐ Large laminated color logos for car doors, magnetic or tape-on
- ☐ Cake knife, server (it's always someone's birthday) – or check with the hotel restaurant
- ☐ Office supplies to include white-out, scissors, post-it notes, tape, duct tape, receipt pad, stapler, extra staples, printer cartridges, and clipboards (min. 3).
- ☐ Wheelchair available for special unanticipated needs (recommended, but frequently available at the hotel or other venues).

Miscellaneous Information

- ☐ The Association reimburses Executive Secretary for room and travel expenses involved in attending convention.
- ☐ The Executive Secretary does not pay registration fee or for any meals, but does pay for tours or activities she wants to participate in.
- ☐ Hosts and volunteers are responsible for registration duties.
- ☐ The Executive Secretary is not responsible for registration duties.
- ☐ Credit cards can be accepted for registration fees. The association will absorb the cost of the credit card company fees. Check with the Executive Secretary for details.
- ☐ Convention patches are a convention expense (beginning in 2018).
- ☐ Dash plaque souvenirs are one per registration (not person) and are donated by Bob and Carol Coats.

Hospitality/Registration Room(s)

One or two rooms are needed to have a place for registration, a place for members to gather, and the Historian's materials.

- ☐ Set up the registration area early to reduce confusion on registration day.
- ☐ The registration/hospitality room(s) should be available as much as possible during the convention.
- ☐ Post a sign of the hours when someone will be available in the registration/hospitality room(s).
- ☐ All rooms need to be lockable, and more than one person needs to have a key.
- ☐ Room(s) should be close to bathroom facilities.
- ☐ Registration/hospitality can be staffed by Hosts or volunteers as needed.

- ☐ The ideal situation is to have a lockable registration room and a hospitality room/area that is open most of the free time of the convention.
- ☐ Be sure to let the Historian know about how much space is available for materials.

Items needed in registration room: (Check with the previous host or executive secretary for an inventory of convention supplies that will be available.)

- ☐ General office supplies
- ☐ Registration forms
- ☐ Aircraft judging and registration forms
- ☐ Cash register or cash box
- ☐ Tables (registration/170 items/t-shirts/albums/drawing prizes/auction items/trophies)
- ☐ Chairs
- ☐ Telephone
- ☐ Water
- ☐ Coffee - optional (extra cost item)
- ☐ Name tags (use Bold Large print for first name)
- ☐ Welcome Packages - need to be arranged for and completed in advance of convention
- ☐ Tickets for activities, drawings, events
- ☐ Message boards
- ☐ Signs
- ☐ Wastebaskets
- ☐ Containers with labels for drawing items ticket stubs (minimum 10)
- ☐ **Dash Plaques - *One per hospitality kit*.** Compliments of Bob & Carol Coats. Designed by the Host. Contact Bob Coat to coordinating timing of delivery
- ☐ **Raffle Items and/or Door Prizes**
 - ☐ Need drawing tickets and buckets (plastic containers in convention supplies)
 - ☐ Determine which items will be for raffle drawings or door prizes
 - ☐ Postcards addressed to donors can be used as a Thank You sent from the winning person or the Host can send Thank You letters
 - ☐ Consider drawing door prizes some time other than at the Banquet.

Meetings

Mandatory Meetings

It is important that the following five events be held sometime during convention week. Note below time allowance for each meeting. ***Meetings should not be held simultaneously.*** Check with the person in charge of the meeting what they may need to have available: laptop, projector, extension cords, lectern etc.

1. Area Rep Meeting (Vice President chairs)
2. Board of Directors Meeting (President chairs)
3. Annual Membership Meeting (morning/afternoon preferred) (President chairs)
4. Maintenance Forum (not sequence specific)
5. Prospective Convention Host (not sequence specific). (President chairs)

Area Rep Meeting (1 hour minimum)

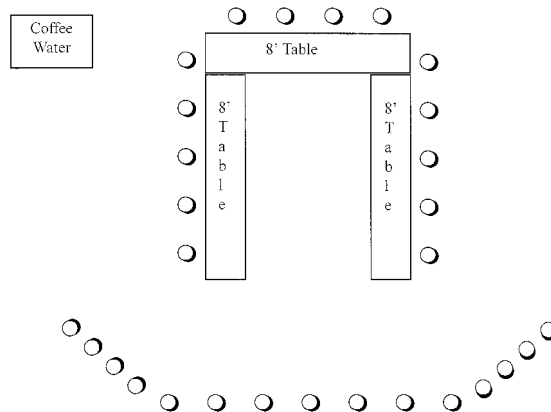
- ☐ Date, place and time of meeting should be posted publications, at hotel, in schedules.
- ☐ Set up conference style (approx. 10 -15 attendees)
- ☐ Water station
- ☐ Check with Vice President if anything else is needed.

Board of Directors Meeting (4 hour minimum)

- ☐ Date, place and time of meeting should be posted in publications, at hotel, in schedules
- ☐ Should be held separate from other meetings but prior to annual meeting

- ☐ Conference setup for 14 people
- ☐ Extra chairs around perimeter for non-Board members (approx. 10-15)
- ☐ Water and coffee station
- ☐ Restrooms should be close by.
- ☐ A table by the door is needed for handouts.
- ☐ Food service may be planned, or a break from the meeting for a meal.
- ☐ See the diagram of a suggested set-up

Diagram of a Suggested Set-up for Board Meeting



A good setup is conference style with 14 chairs for the Board, Officers, and Executive Secretary with approximately 10-15 chairs around the perimeter for the audience, preferably facing the head table.

Prospective Convention Host Meeting (1 hour minimum)

This is an informal meeting for the purpose of answering questions for prospective hosts and for past hosts to exchange ideas with hosts of upcoming conventions. Tables and chairs are desirable but just chairs for approximately 10-15 people is adequate. It is recommended that this meeting be held after the annual meeting so that the newly appointed convention Host(s) can exchange ideas with past Host(s). If this meeting is held after the annual meeting, an announcement should be made that anyone interested in convention details is welcome to attend.

Annual Membership Meeting (4 hour minimum)

- ☐ Date, place and time of meeting should be posted in publications, at hotel, in schedules.
- ☐ Head table for Board members, Officers and Executive Secretary (14)
- ☐ Podium and microphone
- ☐ Whiteboard for election
- ☐ Paper for ballots (Executive Secretary provides)
- ☐ Water station
- ☐ Expect 90% of participants to attend.

Other Events

Welcome Party

A welcome party is customarily held on the first night of convention. The purpose of this function is to welcome the Association members, **especially first-timers**, thank them for coming, make announcements about convention activities, and to visit with old friends and make new acquaintances. The custom is to have a cash bar and usually some type of food (cost can either come out of registration money or a separate fee be charged). Options have been

anything from hors d'oeuvres to a buffet dinner. Sometimes a form of entertainment is provided such as music, guest speaker or entertainment group.

Note: It has been suggested that a Youth Welcome Party would be nice so that the youth are introduced to each other right at the onset of the convention. Organized games and line dancing were suggestions. This could be paid for by convention monies. Possibly outside volunteers could chaperone so the parents could attend the Welcome Party.

Maintenance Forum

It is preferable that the maintenance forum(s) be held at the airport for possible hands-on demonstrations. If time permits, additional forum(s) may be scheduled at the hotel.

Coordinate with the Association's Parts/Maintenance Advisor on the topics and where the forum(s) should be held.

Awards Banquet

Things to be considered or arranged for

- ☐ Room to be used - Fee?
- ☐ Cash Bar (before or during banquet)
- ☐ Date/Time of function
- ☐ Menu
- ☐ Payment method
- ☐ Number of places to be set at each table
- ☐ Seating style
- ☐ Water pitchers at each table
- ☐ Present directors and officers/spouses, new officers/spouses, Executive Secretary, Host(s)/Guest Speakers, local dignitaries
- ☐ VIP tables (up front and reserved)
- ☐ Local dignitaries (if not speaking), new Board members and spouses (check with President)
- ☐ Flags, banners, signs
- ☐ Flags of all member countries on display – Executive Secretary will bring and talk about them briefly.
- ☐ Restrooms - if not convenient, announce where they are located
- ☐ Photography and award presentation site
- ☐ Agenda for Banquet
- ☐ Gavel
- ☐ Lighted lectern with microphone
- ☐ Tables for items, door prizes, award materials, etc.
- ☐ Prayer and anthems prior to dinner
- ☐ Programs at each place
- ☐ Table decorations
- ☐ Projection equipment
- ☐ Seat youth at separate table near the door or back of room so they can leave for their activity right after dinner (if separate pizza party is not planned).

Printed Program Suggestions: (See Appendix for sample.)

- List names of motel/hotel staff and special helpers
- Awards page with blank spaces.
- People's Choice Awards – list previous year winners
- Founders' Award – list previous year winners
- Mr./Mrs. Award – list previous year winners
- Youth Award – list previous winners
- Convention Sites and Hosts – list previous and future year ones
- Thank You to auction or other contributors

Sample Agenda for Banquet

- ☐ Host asks everyone to rise and remain standing through the invocation and national anthems
- ☐ Invocation
- ☐ National anthems of the United States, Canada and (if any members are attending from other countries). Words to anthems may or may not be available in program booklets.
- ☐ Dinner: Host directs which table starts first and which follows.
- ☐ Executive Secretary notes flags of member nations of the Association
- ☐ Introduction of special Guests/Dignitaries by Host
- ☐ Host introduces Current/Outgoing President
- ☐ President's remarks
- ☐ Host recognizes (or asks someone to recognize):
 - Those attending first convention
 - Those who have attended all previous conventions (Historian usually does)
 - Dash plaque sponsors (Bob & Carol Coats)
 - Major donors
 - Special people or committee
- ☐ Awards presentations (see list following). Naming of Judges and acknowledgment optional.
- ☐ Ask if there are any additional or special awards
- ☐ Thank you to Host(s) by current/outgoing President
- ☐ Passing of gavel to new President accompanied by outgoing President's remarks
- ☐ New President's remarks
- ☐ Prize Drawings/Raffle Drawings (if any) by Host or designated person

Award	Presenter	Notes
Best Original C170	Host	Host hands over trophy
Best Original C170A	Host	while the Judging Committee
Best Original C170B	Host	Chair reads names of recipients.
Best Custom C170	Host	.
Best Custom C170A	Host	
Best Custom C170B	Host	
People's Choice	Host	
Long Distance Domestic	Host	
Long Distance International	Host	
Spot Landing	Host	
Bomb Drop	Host	
Youth Award	Host	
Special Awards	Host/Other	
Mr./Mrs.	Host	
Founders Award	Wehner/President	
Outgoing President's	Incoming President	

Possible announcements by Host: # of planes each day and accumulated totals
 # of people at convention
 # of people at banquet
 Special announcements
 Weather report for next day (if departure day)

Close of Banquet

Auction

Auctions are not mandatory, however past auction have been key to the financial success of the convention.

If held, it must be at a time other than at the Awards Banquet or Annual Membership Meeting.

When planning the schedule, be sure that there is plenty of time allowed for the auction without being rushed to attend another activity.

Request items in the publications, on the website, forum, and mailings to potential contributors (list available from past hosts).

An Auction chair is helpful to collect donations, work with auctioneer and coordinate auction volunteers

Suggestions for types of auctions:

- Silent - open sheet with written bids or secret ballot
- Live - with auctioneer
- Boutique - prices set by donor
- Or combination of any or all three

All auction items are donated and there is no “reserve” (no minimum price may be required).

Sealed bids will not be accepted on auction items.

Smaller auction items may be used as door prizes at the discretion of the Host.

Auctioneer – Recently member Ken Spivey has been the auctioneer. Check to make sure he will be at the convention or if you need to arrange someone else. Harley Pickett served for several years.

Either the auctioneer or the chairman of the auction determine whether items are for the live or silent auction.

Record donations as they are received. Check with the Executive Secretary regarding the file or format for listing items.

Tables need to be arranged to display auction items in the Registration/Hospitality room (at least 3-4).

The Executive Secretary will provide forms to use for silent and live auction items.

Volunteers help serve as spotters and to record sales.

Either the Treasurer, Executive Secretary or designated volunteer will collect the money and provide a final accounting of the auction.

Credit card payments are accepted (Visa/Mastercard/Discover/American Express) and payers can be emailed a receipt.

Either thank you letters should be sent for all donations or postcards can be attached to donated items addressed to item donated and the purchaser asked to send the thank you.

Dance

It has been suggested that a dance not be held on the night of the banquet because it makes for a very long evening and participation has been poor in the past. The Host can hold a dance some other time during the week, if desired.

Youth Activities

Expect an average group size of approximately ten youth ages 8-18. Activities should be geared to this age group.

Younger children may be included with parental participation. Depending on family activities available in the area, one or two days can be set apart for specific youth-only activities that will require chaperones and drivers.

Activities should include a physical sport children of all ages can enjoy. A swim party has been popular, but requires a chaperone knowledgeable in water safety. Other possible activities include:

- A day at a physical recreation center
- Canoeing/picnic
- Bicycling/picnic
- Hiking or horse riding/picnic
- Day at a beach
- Lessons in golf or tennis
- Putt-putt golf
- Amusement park, Sea World or zoo
- State Fair

Guests whose parents are not attending the convention may require a “release of liability” form or a permission slip signed by his parent prior to participation at a recreation center, canoe rental, horse stable or other activities.

Activities should be planned for the awards banquet night, if possible. This may require fee-paid admissions, transportation and chaperones arranged ahead of time. Avoid trips to malls, and do not leave them alone in their hotel rooms. Suggestions include:

- Youth party in lieu of Awards Banquet
- Movies, Imax
- Trip to aquarium, concert, fair midway or arcade
- Fireworks
- Bowling

At registration, if possible, offer a special welcome bag with freebies more youth/child specific.

Prior to the annual banquet, the **youth should decide among themselves who should receive the “Youth Congeniality Award”** to be given at the Awards Banquet.

Any child under the age of eight participating in the Youth Activities must be accompanied by an adult. Include this detail in convention information for the publications and/or on a youth registration form.

Photographer’s Assignments

- ☐ Host(s) in formal/informal atmosphere
- ☐ Candid of activities for week
- ☐ Outgoing Officers
- ☐ Trophy winning planes
- ☐ Trophy Presentations
- ☐ Area Rep Meeting Candid - Officiating Officer
- ☐ Award winners other than Aircraft Award Winners
- ☐ Forum Candid
- ☐ Board Meeting Candid
- ☐ Business Meeting - Candid and Officiating Officer
- ☐ Banquet Raffle Items
- ☐ All Past Presidents in attendance
- ☐ New Board
- ☐ Dignitaries
- ☐ Guest Speakers
- ☐ Youth attending

The site for the award presentation should be located with suitable background for pictures (blank wall, tan or grey preferably).

Awards should be announced by the Judging Committee Chairman and presented by Host.

The Host must select volunteer photographer. This is not automatically covered each year. The Historian has been the main photographer at many conventions.

Photographs should be mailed or emailed to the Executive Secretary and the Historian.

T-Shirts

Convention Host will decide whether or not:

- a. To have T-Shirts available for sale
- b. To have T-Shirts mailed or picked up at the convention by purchasers
- c. To assign this project to someone else

You can use a vendor of your choice. Using a local vendor may save shipping costs.

Consider the T-Shirts as a profit source for off-setting convention costs.

Be careful not to market any items that would compete directly with items TIC170A sells.

If the Host elects to use the TIC170A logo on T-Shirts, the logo may not be altered in its design in any way.

Judging for Awards

See the Appendix for copies of the Aircraft Judging Form, Rules and Signature Page. Contact the President, Historian or Judging Chair with any questions. Be sure that all judging records are transferred to the next convention Host.

- ☐ Select aircraft judges and contact them in advance for availability.
- ☐ Provide a registration form for an owner to have his plane judged.
Note signature form required regarding judging rules.
- ☐ If needed, copy additional judging forms: one per plane per judge (3), both sides
- ☐ Prop Sleeves - are purchased in bulk by the TIC170A to save printing costs. The Convention Host should contact the Executive Secretary and request enough sleeves to cover the anticipated number of airplanes attending the convention. Based on past conventions aircraft participation, 50 sleeves should be more than enough to cover anticipated needs. During the registration process if more than 50 plans are anticipated, please inform the Executive Secretary.
- ☐ Confirm that aircraft meet judging standards as outlined in rules (judges' decision).
- ☐ Confirm the schedule when aircraft judges will judge.
- ☐ **Be sure that an alternate aircraft is noted in case of winning aircraft being disqualified.**
- ☐ Have photographer take necessary photos of winning planes.
- ☐ Have photographer take photos of winning members.
- ☐ Purchase or secure trophies or plaques for award winners.

Awards

The Executive Secretary and the Historian have records of past award winners, including judges' names each year. This information is also available on the association's website for reference.

Most awards are presented by the Host at the Banquet.

Awards that are presented every year, if there is a plane in the category, and that the Host is responsible for:

Best Original C170*

Best Original C170A*

Best Original C170B*

Best Custom C170*

Best Custom C170A*

Best Custom C170B*

Long Distance Domestic*

Long Distance International*

*Aircraft judging committee determines these winners.

The plaques or trophies are a convention expense and arranged for by the Host.

Mr. & Mrs. Award - Chosen and provided by Host. Given to recognize the spirit of fun and easy going good humor which affects the people around them and through their participation makes the convention more enjoyable for all. A list of those people who have already received the award is available in the members' only section of the Association website or from the Executive Secretary.

People's Choice Award - Award provided by Host. All 170 aircraft are eligible for voting by all in attendance. Ballots and ballot box need to be provided. Ballots usually given at on-site registration time. (See sample in Appendix)

Certificates of Appreciation - Can be made up by/arranged for through the Executive Secretary.

Founders' Award – Host will provide trophy/plaque which should match the other awards. A member of the selection committee will present the award.

Outgoing President's Award - Provided by Host (item selected by Host and incoming President) and presented by incoming President.

Additional Awards provided by Host, **if desired**:

Spot Landing *

Bomb Drop *

Youth Congeniality

* Suggestion – Print rules and regulations for contests in *Flypaper* prior to convention.

Aviation Scholarship Recipient will be announced at the annual meeting by chair of Scholarship Committee. Recipient need not be present. (No award or plaque.)

Host's Report

Write Host's Report and send to Editor of *The 170 News* by the deadline for the next issue. Include the following information with the write-up:

- Summary of activities
- Total number of planes and people attending
- List of members attending
- Thanks to Committee Heads
- Thanks for any donations
- Auction results
- Report on any activities or events as desired.

The Executive Secretary solicits articles from/about specific award from winners for *The 170 News*.

Accounting

A final accounting report should be sent to Executive Secretary to distribute to the Board and Officers and should include a detail of income and expenses. Include a check for the amount of income over expenses to close the account. If convention expenses exceed revenues submit a request for a check for the shortfall to the Executive Secretary and copy the President and they will inform the Board. See Appendix for sample accounting report. Convention accounting should be completed as soon as possible, but no later than the end of the year of the convention.

Notes

- ☐ The President, in the name of the Association, is available to personally guarantee payment in some instances or as need arises, i.e. hotel, bus, catering, etc. contracts.
- ☐ Stationery and logo files are available to the Convention Host to use at his/her discretion from Executive Secretary.
- ☐ Contact the Executive Secretary for deadlines for information to be included in publications such as registration information, forms, hotel and airport details, and ordering of T-shirts.
- ☐ Contact the Executive Secretary for computer files of any of the forms or documents you would like to use as a template.
- ☐ Stress the importance of early registration in publications and on websites. It is much easier to make plans when you have a headcount.
- ☐ First time attendees should be recognized often during the convention.
- ☐ Keep the first day's activities to a minimum and doing something that does not require a headcount for food expense due to some attendees' arrival being delayed because of weather.
- ☐ Maintenance Forum – Attendees like to see product representatives, FAA people, local or state aviation people instead of having sales pitches for various products and hangar flying.
- ☐ Convention Hosts should submit any suggested changes to this handbook and the inventory of supplies leftover to the Executive Secretary as soon as possible after the convention.
- ☐ Association banners and remaining supplies will be sent to the next Convention Host by past Convention Host.
- ☐ Pocket size schedules for week's activities are highly recommended. See sample in Appendix.
- ☐ Include a checkbox on the registration form for first time convention attendees to check. Place special sticker on their nametags and try to pair up an "old" member with the first timer at the Welcome Party to answer question and introduce them to others.
- ☐ Include space on registration form for registrants to list information on special considerations needed for meals or transportation.

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Convention Host Sample Checklist

Pre-Convention

- ☐ Select Dates
- ☐ Reserve Hotel, Meeting, Hospitality Banquet & Welcome Party Rooms
- ☐ Design Convention Logo
- ☐ Airport – arrange aircraft parking, fuel, arrival area, camping
- ☐ Prepare guidelines for military, government or customs paperwork
- ☐ Request up to \$5,000 from the Treasurer or Executive Secretary
- ☐ Establish a checking account
- ☐ Organize convention committee or volunteers
- ☐ Pay any necessary deposits to caterers, transportation, venue reservations or activities
- ☐ Reserve auction location
- ☐ Reserve tours, side trips, meals
- ☐ Provide a written or verbal report for the Mid-Year Board meeting
- ☐ Publish FAQs on website and submit to Executive Secretary for publications
- ☐ Set deadline for early registration
- ☐ Determine costs to attendees, registration fee, shirts, activities and meals
- ☐ Arrange transportation, tours, shuttle, staff vehicles
- ☐ Arrange any youth activities and pizza party, if having
- ☐ Design and publish registration form and shirt order form (ask Executive Secretary for file of past one)
- ☐ Photocopy all incoming registrations and checks
- ☐ Send request letters for door prizes, auction and raffle items
- ☐ Select Welcome Party and other meal event menus
- ☐ Print tour information in *Flypaper*
- ☐ List dates in aviation magazine calendars
- ☐ Set daily schedule of all activities including meetings and forums

- ☐ Reserve Airport Day lunch / supper caterers
- ☐ Select and order trophies
- ☐ Aircraft parking layout determined
- ☐ Locate and negotiate discount on car rentals for attendees
- ☐ Fly Out, ATC procedures
- ☐ Fly out tower chief(s) notified
- ☐ Obtain local souvenir items and bag stuffers (check with Chamber of Commerce)
- ☐ Obtain tote bags for registration freebies (check with hotel or local tourist group)
- ☐ Select Youth Leader/ chaperones
- ☐ Select judges and print judging forms
- ☐ Shirts printed
- ☐ Print pocket schedules
- ☐ Design and print activity “tickets”
- ☐ Print or obtain prop sleeves
- ☐ Print People’s Choice ballots
- ☐ Print name badges
- ☐ Assemble registration packets, name badge wallets
- ☐ Design and print banquet program
- ☐ Get tickets for door prizes and raffle items
- ☐ Wheelchair, crutches, walker available
- ☐ Small boxes or bags for raffle item tickets (minimum 10)
- ☐ Cans for fuel donations
- ☐ Select forum speakers if needed
- ☐ Arrange guest speakers if applicable
- ☐ Notify dignitaries and press
- ☐ Photographer
- ☐ Portable toilets and water for campers

- ❑ Buy beverages for coolers
- ❑ Pre-assemble banquet table decorations
- ❑ Select registration crew
- ❑ Order trophy nameplates (last minute)

During Convention

- ❑ Manage volunteers
- ❑ Confirm all arrangements with hotel, transportation and activities
- ❑ Try to get some sleep!

Post-Convention

- ❑ Clean up airport
- ❑ Send thank you letters
- ❑ Mail out awards if needed
- ❑ Additional shirt orders and mail them out
- ❑ Pay outstanding bills
- ❑ Send list of attendees to Executive Secretary along with written report for the *The 170 News*
- ❑ Final accounting reports and statistics of attendance
- ❑ Close checking account prior to year end

Sample Donation Solicitation Letter

(On Association Letterhead)

August 15, 2017

Dear

The International Cessna 170 Association (www.cessna170.org) is holding its 50th Annual Convention July 25-30, 2018, in Cody, Wyoming.

Check us out on the web and you can see how active our organization is in preserving and promoting the Cessna 170 classic airplane. You may note in the “Forums” section of the website, under the topic “The Hangar,” that our members G.A. Horn and Bruce Fenstermacher actively promote vendors that supply parts our members need to keep their Cessna 170s flying.

At the Cody, Wyoming, convention we expect to have approximately 200 participants and 30 to 50 aircraft present. At this early date, 170 Association members from the Lower 48 states, Alaska, Canada, and even Australia have already reserved hotel rooms for this event. During the convention, in addition to the business meeting, there will be maintenance forums, aircraft judging, poker run and spot landing flying activities.

Activities will wind up on Friday, July 29th, with an auction to raise funds to help continue our association’s activities. The auction includes aircraft supplies and other items donated by members. To help promote your company and assist our association, please consider a donation of an aircraft item, or gift certificate, to be added to the auction or used as a door prize.

- We will recognize your support on our convention website (www.cessna170convention.org).
- All contributors will be acknowledged in the printed banquet program
- We encourage you to send literature, catalogs and order forms to distribute to members.
- If you visit Cody, WY, during the convention, let us know. Join us in the fun and we will hold a table for you at the Awards Banquet. The host hotel is the Holiday Inn.
-

If you have any questions, you can call us at (512) 635-1168 or email jim.wildharber@gmail.com.
Sincerely,

Jim and Lolly Wildharber
Convention Hosts

Mail all donations directly to: Jan Billeb, Executive Secretary, TIC170A, 22 Vista View Ln, Cody, WY 82414.

(See possible Vendor list at the end of the Appendix)

Sample Registration Form



50th Annual TIC170A Convention Cody, WY Registration Form

Name _____ Membership # _____
 Spouse _____ Email _____
 Children Name(s)/Age _____
 Address _____ Phone _____
 City _____ State _____ Country _____ Zip Code _____
 Arriving: ☐ KCOD: Aircraft Year _____ Model _____ N# _____
 ☐ Driving ☐ Commercial ☐ Rental Car
 Staying: ☐ Holiday Inn ☐ Comfort Inn ☐ Cabins ☐ Campground ☐ Other _____

Convention Registration Fees (Circle ONE)							
BEFORE May 1		Single (\$125)	Couple (\$150)	Family (\$175)	\$		
AFTER May 1		Single (\$175)	Couple (\$200)	Family (\$225)	\$		
Date	Event	Event Time	Event Details	Event Cost	# Adults	# Kids	Total Cost
Monday June 25	Welcome Buffet	6 pm	Buffet dinner and cash bar	\$20/adult Under 13 free			\$
Tuesday June 26	Cody Trolley Tour	9 am or 11 am (circle one)	One hour 22 mile guided tour in and around Cody	\$27/adult \$15/ages 6-17			\$
	Heart Mountain Interpretative Center	10 am	14 miles from Cody, former Japanese internment camp	\$10/adult Under 13 free			\$
	Cody Cattle Company	5:30 pm	Chuckwagon Dinner and Family Entertainment Show	\$30/adult \$15/ages 4-12			\$
	Cody Cattle Company PLUS Cody Nite Rodeo	5:30 pm	Chuckwagon Dinner, Family Entertainment Show PLUS Cody Nite Rodeo	\$50/adult \$25/ages 7-12 \$15/ages 4-6			\$
Wednesday June 27	Airport Lunch	12:00 pm	Airport Day Lunch	\$15/adult \$7/ages 4-12			\$
	Ladies Art Project	9:00 am	Alcohol ink paint project and visit to Cody Country Art League	\$10/person			\$
	Ladies Luncheon	12:00 pm	Lunch and Western Style Show	\$20/adult \$10/ages 4-12			\$
	Cast Iron Cooking	2:00 pm	Includes dessert and coffee	\$7			\$
Thursday June 28	Buffalo Bill Center of the West	8:00 am	Five museums featuring art and artifacts of the American West (Ticket price good for 2 days)	\$18/adult \$12/ages 6-17			\$
	Dinner after Auction	6:00 pm	Buffet dinner and cash bar	\$25/adult \$12/4-12			\$
Friday June 29	Annual Awards Dinner	6:00 pm	Banquet and Awards	\$30/adult \$15/ages 4-12			\$

☐ Special food needs

☐ First time attending convention

Registration Total Due \$ _____

(over)

Convention Shirts Available – Order by May 20th

Regular t-shirts have the logo printed on the front



T-shirt – Blend of 65/35 poly/cotton – Unisex Adult Sizes S-4XL

Youth – Blend of 65/35 poly/cotton – Sizes XS – XL



Ladies V-Neck Tee – Blend of 65/35 poly/cotton, side seam for feminine fit – Sizes XS – 4XL

Pocket Tees have the logo printed on the back

Pocket Tee – Blend 50/50 cotton/poly – Unisex Adult Sizes S-4XL



Polo Shirts have the logo printed on the back – Blend 65/35 poly/cotton pique

For sizing information, more and larger photos, please visit our website – cessna170convention.org.

Please note that larger sizes 2XL, 3XL and 4XL have an additional charge.

Convention Shirts – Indicate quantity for each size.										
	XS	S	M	L	XL	2XL	3XL	4XL		Total
T-shirt - Adult sizing									\$15.00 ea	\$
T-shirt – Youth size						N/A	N/A	N/A	\$15.00 ea	\$
T-shirt – Ladies V-Neck									\$15.00 ea	\$
Pocket-T – Adult sizing	N/A								\$15.00 ea	\$
Polo Shirt – Adult sizing									\$30.00 ea	\$
For each 2XL add \$1.00; for each 3XL add \$2.00; for each 4XL add \$3.00:										\$
Total Shirt Order Due										\$

Grand Total equals sum due for each Event, plus Registration and Total Shirt Order

Grand Total Due \$ _____

Payment: ☐ Check payable to: TIC170A Convention
☐ Credit Card # _____ / _____ / _____ Exp _____ / _____ Code _____
 Billing Zip Code _____ ☐ Email Receipt

Questions: Jim (512) 535-1168 jim.wildharber@gmail.com
 or Lolly Wildharber (512) 635-4003 lollywildharber@gmail.com

Mail to: TIC170A, 22 Vista View Ln, Cody, WY 82414

Fax to: (307) 587-8296

Email to: headquarters@cessna170.org

4/12/2018

Sample Pocket Schedule (8-1/2 x 11 one-sided, folded in half, folded in thirds)

<p>Wednesday, June 27</p> <p>AIRPORT DAY</p> <p>8:00 am Bomb Drop & Spot Landing</p> <p>11:00 am Maintenance Forum – Airport</p> <p>12:00 pm Lunch at Airport</p> <p>1:00 pm Maintenance Forum – Airport</p> <p>LADIES DAY</p> <p>9:00 am Alcohol Ink Painting – Cody Country Art League</p> <p>12:00 pm Ladies Lunch/ Style Show Bandana Room Holiday Inn</p> <p>2:00 pm Cast Iron Cooking – Sarsaparilla Saloon - Buffalo Bill Village</p> <p>Choice Aviation – 4:00 pm – 6:00 pm Board Meeting –</p> <p>Dinner on your own</p>	<p>Tuesday, June 26</p> <p>SIGHTSEEING & RODEO DAY</p> <p>9:00 am Cody Trolley Tour</p> <p>11:00 am Cody Trolley Tour</p> <p>9:45 am-12:30 pm Heart Mountain Center</p> <p>Or Sightseeing on own</p> <p>9:00 am Area Reps Meeting – Board Room - Choice Aviation</p> <p>10:00 am Convention Hosts Meeting – Choice Aviation</p> <p>Lunch On your own</p> <p>5:30 pm Cody Cattle Company Dinner and Show:</p> <p>8:00 pm Cody Nite Rodeo</p>	<p>Monday, June 25</p> <p>ARRIVAL & REGISTRATION</p> <p>1:00 p.m. Registration</p> <p>Hoo Doo Room at the Holiday Inn</p> <p>6:00 pm Welcome Buffet</p> <p>Taggart's Ballroom—Holiday Inn</p> <p>CONTACT NUMBERS</p> <p>Jim Wildharber—512-635-1168</p> <p>Lolly Wildharber—512-635-4003</p> <p>Jan Billeb—307-587-6397</p> <p>Urgent Care Clinic</p> <p>424 Yellowstone Ave</p> <p>(307) 578-2903</p> <p>Emergency Room</p> <p>West Park Hospital</p> <p>707 Sheridan Ave</p>
<p>Thursday, June 28</p> <p>AUCTION DAY</p> <p>8:00 am – 2 pm Buffalo Bill Center of the West (2 day ticket)</p> <p>Bus departure at 8:00, 8:30 & 9:00</p> <p>Or Sightseeing on your own</p> <p>Lunch On your own – Cafeteria at Buffalo Bill Center of the West</p> <p>4:00 pm Auction – Ballroom—Holiday Inn</p> <p>6:00 pm Dinner Buffet – Holiday Inn</p> <p>8:00 pm Blue Grass Jam Session – location to be determined – bring your guitar or just come listen!</p>	<p>Friday, June 29</p> <p>LAST DAY—AWARDS BANQUET</p> <p>8:00 am Buffalo Bill Center of the West</p> <p>Bus departure 8:00 & 8:30</p> <p>Or Sightseeing on your own</p> <p>Lunch On your own</p> <p>1:00 pm Annual Membership Meeting – Main Ballroom at Holiday Inn</p> <p>6:00 pm Awards Banquet – Main Ballroom at Holiday Inn</p> <p>Saturday, June 30</p> <p>DEPARTURE DAY</p>	<div data-bbox="1023 1134 1429 1596"> <p>50TH ANNUAL</p>  <p>INTERNATIONAL CESSNA 170 CONVENTION</p> <p>JUNE 25-30, 2018</p> </div> <p>WELCOME TO CODY, WYOMING</p> <p>HOSTS: JIM & LOLLY WILDHARBER</p>

Sample People's Choice Ballot (set up two columns and six copies down)

People's Choice Award

OFFICIAL BALLOT

Plane's N Number

Drop in ballot box in (location)

By (Day), (Date), (Time)

YOUNG EAGLES



RALLY



PILOTS & VOLUNTEERS

SIGN IN:

(PILOTS MUST BE EAA MEMBERS)

NAME _____

ADDRESS

EAA #

[illegible]



Official Aircraft Judging Form

Aircraft Identification:

Year_____ Tail Number_____ Serial Number_____

Owner _____

Name	Address
------	---------

Add for appearance			Subtract for lack of authenticity		
General Appearance Total: 20	P	0 - 4	Non-Authentic Paint Scheme		3
	F	5 - 8	“ Finish		2
	G	9 - 12	“ Color		2
	VG	13 - 16	“ Markings		1
	EX	17 - 20			
Engine Total: 15	P	0 - 3	Non-Authentic Engine		25
	F	4 - 6	Non-Authentic Chroming		3
	G	7 - 9	Non-standard Exhaust Pipes		2
	VG	10 - 12			
	EX	13 - 15			
Landing gear Total: 10	P	0 - 2	Non-Authentic Wheels		2
	F	3 - 4	“ Tires		1
	G	5 - 6	“ Tailwheel		2
	VG	7 - 8	“ Steering		2
	EX	9 - 10	“ Fairings		2
Cockpit Total: 15	P	0 - 3	Non-Authentic Upholstery		4
	F	4 - 6	“ Chroming		2
	G	7 - 8	“ Controls		2
	VG	9 - 12	“ Instrument Panel		4
	EX	13 - 15			
Fuselage Total: 15	P	0 - 3	Non-Authentic windshield		2
	F	4 - 6	“ Cowling		5
	G	7 - 9	“ Fairings		2
	VG	10 - 12			
	EX	13 - 15			
Wings& Tail Total: 15	P	0 - 3	Non-Authentic Pitot		1
	F	4 - 6	“ Landing lights		1
	G	7 - 9	Wing Alterations		3
	VG	10 - 12			
	EX	15 - 15			
			Non Authenticity total		

Appearance Points Total _____ Category _____
 Subtract Non Authenticity Total _____

Judging Score _____

Judge's Signature_____ **Date** _____

TIC170A Judging Rules

Revision F - Jan 2016

The following rules are to be used for the judging of aircraft at annual meetings of The International Cessna 170 Association:

1. The judging committee will consist of no less than three judges, one of which will be the Chief Judge. At least one judge must have prior judging experience.

2. Aircraft will be judged in two categories, Original and Custom. The category will be decided by averaging the three judge total of the right hand, (deduct) column. If the average is 25 or more, the airplane is in the Custom Category and the deductions will not apply. If, however, the average is less than 25, this number will be subtracted from the total appearance points, (left hand column). The individual judge's total appearance points will be added to provide the aircraft's score.

3. The judges' decision will be final. The score sheets will not be open for inspection. The whole operation is supposed to be fun and not taken seriously. If you don't win this year...maybe you will next year.

4. Due to the manner of category determination the aircraft owner will not be able to select the category in which he wishes his aircraft to be judged. The owners will not interfere with the judges while the judging procedure is in progress.

5. Eligibility for Awards - aircraft belonging to members of the Judging Committee will not be eligible for any awards in which said judges are involved. A judge may not disqualify himself and, thus, have his aircraft judged. A judge's aircraft will, however, be eligible for Distance Awards and such other awards as People's Choice Award.

6. All judges will vote. In case of tie scores, the judges will reevaluate the subject aircraft to select a winner. If practical, scores should be determined while all judges are at the airport. Final tabulations and winner selections will be done by all the judges as a group.

7. Aircraft and pilot must be present at the convention site at least the last two days of the convention, including the awards banquet to be eligible for an award.

8. Awards shall be made on the basis of aircraft merit, regardless of whether that aircraft won the previous year or not.

9. Eligibility for any award sponsored by entities other than TIC170A will be based on rules specified by the sponsor.

10. Authority for originality will be the Approved Type Certificate Data Sheets and the manufacturer's paint scheme pictures.

11. If the airplane is locked and the view of the cockpit is obscured, the airplane will not be opened and the score for these areas will be average.

12. The Judging Registration Form must be filled out and signed before the airplane will be judged. Signing of the form gives permission to the judges to open the cowl and the cockpit, if unlocked. If this is done, some form of tag or sticker should be affixed to the airplane to indicate such to the pilot.

13. Judges should determine a second and a third place airplane for each award. This would be a backup in case of possible disqualification of the number one aircraft.

Annual Convention Awards

Best C170 - Determined by judges

Best C170A - Determined by judges

Best C170B - Determined by judges

Best Custom C170 - Determined by judges

Best Custom C170A - Determined by judges

Best Custom C170B - Determined by judges

Peoples' Choice - Determined by popular vote of attendees at convention.

Mr. & Mrs. Award - Determined by Convention Chairman.

Distance International Award - Pilot and airplane determined by Convention Chairman from straight line distance on map or using GPS.

Distance Domestic Award - Pilot and airplane determined by Convention Chairman from straight line distance on map or using GPS.

Founders Award - Determined by the Founders Award Committee.

Other Acknowledgments or Certificates of Merit may be awarded by Convention host at his or her discretion.

NOTE: In order to eliminate wholesale judging, a registration form shall be provided for this purpose, and owners instructed to request that their particular plane be judged.

STANDING JUDGING RULES COMMITTEE

Pete Coffey #00439 TX

Steve Grimsley #03204 TX

Jim McIntosh #6207 BC

Explanation of Non-Authentic Items

Revised Jan 2004

GENERAL APPEARANCE

- Paint Scheme:** Any paint scheme that does not agree with the original Cessna paint scheme for the year of the subject aircraft.
- Finish:** All 170's were delivered with paint trim on bare aluminum. None had full paint. A 170 with aluminum or white paint over the bare aluminum, for example, would not be authentic and would rate a deduction.
- Color:** An authentic paint scheme using the wrong color of paint. For example: A blue paint scheme on a rag wing would not be authentic; they were all green or red.
- Markings:** An authentic paint scheme with the wrong size and location of the registration numbers. Also, any large personalized markings.
- ENGINE:** Any engine other than the Continental C-145 / 0300 series or 165 Franklin.

LANDING GEAR:

- Wheels:** Any wheels other than 6.00 inch diameter, modern wheels are ok.
- Tires:** Oversize tires other than those listed in the Type Data Sheet.
- Tailwheel:** Any tailwheel other than Scott.
- Steering:** Late model cable steering on aircraft prior to S/N 26505
- Fairings:** Anything other than original 170 wheel fairings. Fiberglass copies are ok.
- Struts:** Arched gear legs on aircraft prior to S/N 25612. 180 or 185 gear legs on any 170.

COCKPIT:

- Controls:** Non-original control wheels, rudder pedals, engine controls, etc.
- Upholstery:** Materials, color or design other than original.
- Chroming:** Any chrome plated articles other than control columns, ash trays and assist strap ends.
- Instrument Panel:** Any major deviation from original design. Cutouts to accept modern radios and rearrange instruments are acceptable. Modern radios and instruments are acceptable

FUSELAGE

- Windshield:** Bubble windshield, tinted windshield, bubble door windows.
- Fairings:** Lift strut fairings.
- Cowling:** Wrong cowling for year of aircraft, 172 nose bowl, etc.

WINGS & TAIL

- Pitot tube:** Non-Standard Heated pitot tube. (L-shaped under wing).
- Landing lights:** Any thing other than one retractable light on left wing of rag wing and two lights on leading edge of left wing on all others.
- Lift augmentation devices:** Leading edge cuffs, altered wing tips, flow fences, and flap gap seals.

Awards are based on the appearance of the aircraft. There is no intention on the part of the Association to reward people for modifying their airplane. Modifying, or customizing, is a personal thing. If you feel that changing your aircraft in some manner makes it better suit your purposes, it's your call. However, the one with the MOST mods does not necessarily win. Again, it is the one with the best appearance. The Custom, formerly Modified, category was created to allow mods without penalty. Once the aircraft is established in the Custom category by the non-standard deductions, the deductions are thrown out and it is judged strictly on appearance. If the aircraft does not collect enough deduct points to place it in the Custom category, it will be judged in the Original category. The non-standard points will be deducted from the total appearance points since these items detract from originality.

If no aircraft meets the criteria for the category, there will be no award in that category.

The International Cessna 170 Association, Inc.

Annual Convention

Aircraft Owner's Acknowledgement of Aircraft Judging Rules

I, the undersigned, have been given a copy of the official Association judging rules, as well as a copy of the judging form. I have read these documents and understand them.

The judges:

- ☐ Have permission to open the cowlings and the cabin doors.
- ☐ Do not have permission to open the cowlings and the cabin doors.

Signature _____

Date _____

Reg. No. _____

Sample Outside of Awards Program (8-1/2 x 11 landscape 2-sided folded)

THANKS TO THE FOLLOWING COMPANIES FOR THEIR SUPPORT

APPAERO SYSTEMS
AVEMCO
CLEVELAND WHEEL & BRAKES
CONCORD BATTERIES
DAVID CLARK COMPANY
FOREFLIGHT
J. P. INSTRUMENTS
MOUNTAIN VIEW AVIATION
REAL GASKET CORPORATION



Thanks for coming!!

See you next year in Newton, Kansas.



AWARDS BANQUET

June 29, 2017

Hosts: Jim & Lolly Wildharber

Sample Inside Page of Awards Program (8-1/2 x 11 landscape 2-sided folded)

WELCOME

NATIONAL ANTHEMS

United States — Spangled Banner

Canada — O Canada

Australia — Waltzing Matilda

INVOCATION

Dinner & Fellowship

INTRODUCTIONS

PRESENTATIONS & AWARDS

PASSING OF THE GAVEL

NEW PRESIDENT

RAFFLE DRAWINGS

ANNOUNCEMENTS

CLOSING REMARKS

1. Best Original C-170 _____
2. Best Original C-170A _____
3. Best Original C-170B _____
4. Best Custom C-170 _____
5. Best Custom C-170A _____
6. Best Custom C-170B _____
7. People's Choice _____
8. Long Distance Domestic _____
9. Long Distance International _____
10. Spot Landing _____
11. Bomb Drop _____
12. Mr. & Mrs. Award _____
13. Founders Award _____
14. President 2016-18 _____
15. Youth Award _____

National Anthems

STAR SPANGLED BANNER

Oh, say, can you see?
By the dawn's early light
What so proudly we hailed
At the twilight's last gleaming;
Whose broad stripes and bright stars,
Through the perilous fight,
O'er the ramparts we watched
Were so gallantly streaming.
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there:
Oh, say, does that star-spangled banner yet wave?
O'er the land of the free
And the home of the brave!

O CANADA

O Canada!
Our home and native land!
True patriot love in all of us command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide,
O Canada, we stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee

Sample Accounting Report

4:28 PM

10/10/18

Accrual Basis

Cessna 170 Cody Convention
Profit & Loss
 December 1, 2017 through October 10, 2018

	Dec 1, '17 - Oct 10, 18
Ordinary Income/Expense	
Income	
Activities	4,529.00
Activities with Food	6,331.00
Auction Items	9,783.00
Meals	11,188.00
Mugs for Sale	450.00
Raffle	678.00
Registration Fees	11,950.00
Shirts	2,363.00
Total Income	47,272.00
Expense	
Airport Day	370.63
Awards	1,661.49
Bank/Credit Card Fees	703.99
Events (Activities with Food)	5,631.00
Events (Activities)	3,822.00
Food (Meals) incl AV, room fees	13,782.15
Logo	250.00
Miscellaneous	0.00
Mugs Expense	709.92
Patches	364.13
Postage	423.62
Printing	142.00
Supplies	899.72
T-shirts Ordered	1,583.40
Transportation	2,736.95
Website	95.28
Total Expense	33,176.28
Net Ordinary Income	14,095.72
Other Income/Expense	
Other Income	
Interest	5.57
Total Other Income	5.57
Net Other Income	5.57
Net Income	14,101.29

Potential Vendor Donations List

POTENTIAL VENDOR DONATIONS

Mail letter out to vendors between Jan. 1 to Jan. 15 the year of the convention

Follow up phone call in February is step that develops personal contacts for Association

In address include something like: "Attn. Marketing Manager"

Recheck addresses and evaluate potential new vendors from Trade-A-Plane, etc. each year

Submit additions or corrections to this list to the Executive Secretary, TIC170A

X = mailed * = donated item(s)

Vendor	2016	2017	2018
Aerospace Welding			new*
1045 Gemini Rd. Eagan, MN 55121-2204			
Aircraft Specialties Services	X	X*	X*
P. O. Box 582553 Tulsa, OK 74158			
Aircraft Spruce & Specialty Co.	X	X*	X*
Attn: Rob Irwin –Mkt. Mgr P.O. Box 3367, 452 Dividend Drive Peachtree City, GA 30269			
Aircraft Supply	X	x	x*
21 Allegheny Co. Airport West Mifflin PA 15122			
Aircraft Tool Supply Co	X	X*	X*
P. O. Box 370 1000 Old U.S. 23 Oscoda MI 48750 989-739-1447			
	2016	2017	2018
Airforms Inc	X	X	X
3650 W. Aviation Ave. Wasilla AK 99564			
Airtex Products	X	X	X
259 Lower Morrisville Rd. Fallsington PA 19054			
Alcor Aviation Inc.	X	X	X
300 Breesport San Antonio TX 76326			
AOPA	x	x	x*
421 Aviation Way Frederick MD 21701			
Aerospace Welding	X	X*	x
1045 Gemini Road Eagan, MN 55121			
Appareo Systems			new*
Attn.: Marketing/Sales Department 1810 NDSU Research Circle North Fargo, North Dakota			
AVEMCO			new*
Attn.: Marketing Coordinator 8490 Progress Dr., Suite 100 Frederick, Maryland 21701 Ph. 800-638-8440			
B & C Specialty Products	X	x	x

P. O. Box B
Newton KS 67114

Vendor	2016	2017	2018
Brackett Aircraft Co. 7045 Flightline Dr. Kingman AZ 86401	x	x	x
Breitling USA Inc. Hangar 7 Danbury Rd. Wilton CT 06897	x	x	x
Brown Aircraft Supply 4123 Muncie Rd. Jacksonville FL 32207	x	x	x
Century Instrument Corp. 4440 Southeast Blvd Wichita KS 6721	x	x	x*
Chandelle of Sonoma P. O. Box 2167 Glen Ellen CA 65447	x	x	x
Chief Aircraft Inc. 1301 Brookside Blvd Grants Pass OR 97526	x	x*	x
Concord Batteries Attn.: Manager Marketing 2009 San Bernardino Rd West Covina CA 91770	x	x*	x*
DART Aircraft Parts 7507 A Karl May Dr. Waco TX 76708			new

Vendor	2016	2017	2018	
David Clark Co. 360 Franklin St/P.O.Box 15054 Worcester MA 01604		x	x*	x*
Dawson Aircraft Inc. 544 Airport Rd. Clinton, AR 72031			new	
Duel Eyewear LLC 2400 Central Ave Ste F Boulder CO 80301	x	x	x	
Dresser Tire & Rubber 3400 Chelsea Ave Memphis TN 38108			new	
Garmin International 1200 E 157 th St. Olathe KS 66062	x	x	x	
Genuine Aircraft Hardware 4250 Aerotech Center Way Unit B Paso Robles, CA 93446			new	
Gulf Coast Avionics 360 Drane Field Rd. Lakeland, FL 33811			new	
Hartzell Propeller Inc. One Propeller Pl Piqua OH 45356	x	x	x	

Vendor	2016	2017	2018
J. P. Instruments Inc.	x	x	x*

3185-B Airway Ave
Costa Mesa CA 92123
800-345-4574
Kennon Aircraft Covers new
2071 North Main St.
Sheridan, WY 82801
King Schools x x x*
3840 Calle Fortunada
San Diego CA 92123
Leatherman Tool Group x* x* x*
P. O. Box 20595
Portland, OR 97294
Lightspeed Aviation Inc. x x x
6135 Jean Rd.
Lake Oswego, OR 97035
LP Aero Plastics Inc. x x x
1086 Boquet Rd
Jeannette PA 15644
Lynx x x x
5353 52nd St.
Grand Rapids, MI 49512

Vendor	2016	2017	2018
Plane & Pilot Magazine	x	x	x
McFarlane Aviation Inc.			new*
Attn.: Sarah Caufield - Sales Building C 682 East 1700 Road Baldwin City, KS 66006 800-544-8594			
Mtn. View Aviation		X*	X*
Attn.: David Paradis P.O.Box 31 Hubbard, OR 97032 800-837-0271			
Preferred Airparts			new
P. O. Box 12 Kidron, OH 44636 14 Braintree Hill Office Park #404 Braintree MA 02184			
RAPCO, Inc.			new
445 Cardinal Ln. Hartland WI 53029			
Plane Plastics LTD			new*
3161 College Blvd Alva, OK 73717			

Vendor	2016	2017	2018
Real Gasket Corp	x	x*	x*
2506 Stateline Rd. Elizabethton, TN 37643			
Rolite Co.	x	x	x
596 Progress Dr.			

Hartland, WI 53029			
SAF-AIR Products			new*
32839 Manor Park Dr.			
Garden City, MI 48135			
Shell Oil Co. Attn Aviation Oils Div	x	x	x
P. O. Box 2463			
Houston, TX 77252			
Sigtronics Corp	x	x	x
178 East Arrow Hwy			
San Dimas, CA 91773			
Sporty's Pilot Shop	x	x	x
2001 Sporty's Dr			
Batavia, OH 45103			
Superior Air Parts	x	x	x*
621 S. Royal Ln. Suite 100			
Coppell, TX 75019			
Thomas's Aircraft Supplies	x	x	x
210 Wembly Rd.			
New Windsor NY 12553			
Trade-A-Plane	x*	x*	x*
P.O.Box 509			
Crossville, TN 38557			

Vendor	2016	2017	2018
True Blue Power – Aviation Products	x	x	x
16320 Stagg St.			
Van Nuys, CA 91406			
UNIVAIR	x	x	x
2500 Himalaya Rd			
Aurora, CO 80011			
Vantage Plane Plastics			new
3161 College Blvd.			
Alva, OK 73717			
Wag Aero	x*	x*	x*
P.O. Box 181			
1216 North Rd.			
Lyons, WI 53148			
262-763-9586			
WeatherTech Direct	x	x	x
Attn. Aircraft floor products			
1 MacNeil Ct.			
Bolingbrook, IL 60440			
Wentworth Aircraft Inc.		new	
6000 Douglas Drive North			
Crystal, MN 55429			
Yingling Aviation (Cessna Direct)	x	x	x
2010 South Airport Road			
Wichita KS 67209			
Updated January 18, 2018			