## MEMORANDUM FOR JOINT SERVICE OPEN HOUSE PARTICIPANTS

FROM: 11 CES/CEO

 3465 North Carolina Avenue

 Andrews AFB, MD 20762-7002

SUBJECT: Participation in the 2012 DoD Joint Service Open House (JSOH)

1. It will be a pleasure to have you join us in making the 2012 JSOH a successful finish to Armed Forces Week. Exhibits for the 2012 DoD JSOH will be manned from 8:00 am to

5:00 pm on 18, 19 and 20 May 2012. Gates open to the public at 0800, so plan ahead to beat the traffic. We have outlined below the times, dates and procedures for exhibit set-up and dismantling, security, accessing Andrews AFB and parking. We are unable to provide you with tables or chairs for your exhibit. Also, as in the past, it is your responsibility to keep your area clean during the show.

2. **EXHIBIT SET-UP:** The display areas will be open for setting up your exhibits **starting at 8:00 am,** **Thursday 17 May 12.** Report to Hangar 3 (Building 1754) to find the location of your exhibit. The exhibit set-up must be **completed by 4:00 pm on Thursday 17 May 12** for inspection by the Fire Dept and Base Safety Officers. Due to the magnitude of this air show, we **will not** be able to provide help in setting up or dismantling of your display, however, forklifts will be available to unload vans. All vehicles must be off the ramp area and in your assigned parking area **before 0700 each morning**. Due to safety and security precautions, displays **must** remain in the hangar at all times until the show closes on Sunday evening. You must place all trash in the large dumpster outside the hangar.

If you need a shipping address, use:

2012 DoD JSOH Exhibit

1754 First St (Hangar #3)

Joint Base Andrews, MD 20762-5000

**NOTE:** You must have your name, unit/agency, exhibit name and phone number clearly labeled on all containers.

3. **EXHIBIT DISMANTLING:** A thorough clean up must be done prior to departing on

20 May 12. You must dismantle your exhibits after the close of the Open House (5:00 pm on Sunday 20 May 12). All trash must be placed in the dumpster outside the hangar. If you are shipping your exhibit or have to leave it in place until Monday, you must leave the name and local phone number of your POC clearly marked on the containers. **ALL** shipping/storage arrangements for any item not removed Sunday night must be made in advance by someone from your organization and coordinated through the Exhibit Committee prior to the close of the show on 22 May 11. We must return the hangars to operational configuration by midnight.

4. **SECURITY:**  Security Police roving patrols will provide security for exhibition material in the hangar area. Also, entry to the base flight line is limited, which provides additional security. However, we request you secure pilferable items. The hangar doors will open each morning at 0630 and close at 1800 on 18 and 19 May and 2300 on 20 May.

5. **ACCESSING ANDREWS AFB:**

1. All participants in exhibits and anyone else who will need to gain access to

Andrews AFB for the purpose of setting up exhibits or booths must submit their name, date of birth, social security number, driver’s license number state of issue and license tag number on the vehicle to **11 WG/XP** **NLT 10 May 12.** If this information is not provided by the requested date you risk being denied access to the base. **NOTE:** This does not apply to DoD or Government Employees who have valid base entry credentials. Please submit requested information by email to Michael.Vertlieb-02@afncr.af.mil or fax to (240) 612-4679 ATTN:

Mr. Mike Vertlieb

 b. On Thursday, 17 May 12 at 7:00 am you must enter the base through the Pearl Harbor Gate (off Dower House Road) only. Tell the gate guard your name, reason for entering the base and the company you are with. All vehicles will be searched by Security Forces.

1. Driving is allowed into and out of the hangars on the days designated for exhibit

set-up or dismantling only. For safety reasons, there will be no exhibitor driving allowed on the flight line during the Open House--no exceptions!

6. **PARKING:** Each exhibitor will be given a parking pass as you enter the Pearl Harbor Gate. All cars are to be parked in the designated parking areas marked on the map. Any vehicle parked past the fence (the ramp area) will be towed. All passes are to be placed inside on the driver's side of the windshield.

7. Again, thank you for your participation in the 2012 DoD Joint Services Open House. We look forward to working with you. If you have any questions, please contact me at

301-981-8252. For any problems during the air show, please go to the Show Control trailer and have someone contact us.

 NAIM VAUGHAN, SMSgt USAF

 Chairman Booth/Exhibit Committee