



U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL WEATHER SERVICE HOUSTON/GALVESTON
1353 FM 646 W, Suite 202
Dickinson, TX 77539

Dear Exhibitor:

On behalf of the Houston/Galveston National Weather Service Hurricane Workshop, I would like to invite you to participate as an exhibitor on Saturday May 30, 2009. The Hurricane Workshop is the largest event of its type in the nation. It is free to the general public, and will take place at the George R. Brown Convention Center from 10 a.m. until 2 p.m.

In recent years, the attendance at this workshop has been between 1500 and 2000 citizens from the Houston/Galveston region. Since this region was directly impacted by Hurricane Ike we are expecting a sharp increase in attendance. Topics to be discussed will include a discussion of lessons learned from Hurricane Ike and what should be done differently the next time that a hurricane threatens Southeast Texas.

This workshop is geared for the family, so there will be activities for both adults and children. The interactive exhibits at the 2008 Hurricane Workshop were a great hit with the workshop attendees. This year we encourage all exhibitors to consider using interactive demonstrations to improve traffic to their displays and increase public involvement in what they have to offer.

There are several exciting things to note about the exhibit area for 2009:

- There will be no price increase over 2008 for booth space in the exhibit hall.
- The entire workshop will be held in hall "A", improving exposure to public.
- Exhibitors may sell any products or services excluding food or beverages. Sections of the exhibit area will be set aside for food and beverage sales by the conference center
- The interactive kid's learning activity center will be larger with more activities.
- Exhibitors will be listed on the event Web site at www.hurricaneworkshop.com for a year following the workshop with hyperlinks to their web sites where applicable.

Booth space is available in 10 x 10 foot squares. An 8 foot table and 2 chairs will be provided for each booth. Electrical and internet services are available; however, there are additional fees. Please refer to the enclosed forms for more information.

Hurricane Ike demonstrated that Southeast Texas has come a long way in being prepared for a major hurricane. Your participation in this workshop provides a twofold contribution to continued success in this area. First, the event is free to the public thanks to the generous support of our sponsors and fees paid by exhibitors. Second, you provide valuable information and services to workshop attendees while hurricane preparedness is fresh on their mind.

We look forward to your participation in this growing event. If you have any questions, please contact me at (281)337-5074 (x244), or Gene Hafele (x222).

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark J. Keehn", is written over a light blue horizontal line.

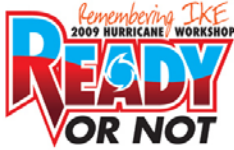
Mark J. Keehn
Exhibitor Booth Coordinator
FAX: 281-337-3798
EM: mark.keehn@noaa.gov

WORKSHOP GENERAL INFORMATION	
2009 Theme	Ready or Not... Remembering Ike
Workshop Date	Saturday, May 30, 2009
Workshop Time	10:00 AM to 2:00 PM
Location	George R. Brown Convention Center, Downtown Houston
Fees	Free and open to the general public
Workshop format	The entire workshop will be held in exhibit hall A of the George R. Brown convention center from 10 a.m. until 2 p.m. The new format simplifies logistics for workshop attendees and should increase traffic to the exhibit area.
Special Services	<ul style="list-style-type: none"> All areas are wheelchair accessible

ATTENDEE INFORMATION	
Audience population	Primary - General Public (Family Friendly) Secondary – Private Industry, Emergency Managers, Elected Officials, First Responders
Expected total attendance	2000-3000

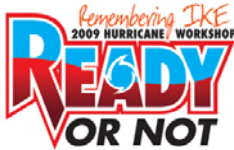
EXHIBITOR INFORMATION	
Set Up Time	Friday 5/29/2009 from 2-6 PM and Saturday 5/30/2009 from 6-9 AM
Exhibit Open	10 a.m. to 2:00 pm
Strike Down Date	Saturday 5/30/2008 from 2–4 PM
Sales	Sales are allowed from booth. Vendor is responsible for all tax. Sales permits are not required by City of Houston for this event.
Registration Fee	Provides for 1 booth space (10 x 10 feet) including 1 folding table, 2 chairs
Exhibitor Responsibilities	<ul style="list-style-type: none"> Dedicated Internet and electrical services will need to be arranged for in advance. A 120V, 500 Watt, electrical outlet - \$53.90; Dedicated Internet Connection (Up to 256K) - \$595.00; Wireless Internet purchased at event using credit card - \$12.95 Exhibitors will provide own signs, carpet, power cords and extensions, lighting, audio-visual equipment, and any other display items. Exhibitors are also responsible for booth and equipment security.

CONTACTS	
National Weather Service Sponsor Coordinator	Gene Hafele 281-337-5074 X222 Gene.Hafele@noaa.gov
Exhibitor Booth Coordinator	Mark Keehn 281-337-5074 x244 mark.keehn@noaa.gov
Registration Deadline: April 30, 2009 For-profit registrations postmarked after April 30, 2009 will be charged an additional \$50 late fee. Non-Profit registrations postmarked after April 30 will be charged an additional \$25 late fee.	



FOR-PROFIT EXHIBITOR CONFIRMATION FORM

EXHIBITOR INFORMATION		
Company Name:		
Address:		
City, State, Zip:		
Contact Person:		
Contact Phone:		
Contact E-Mail		
Phone # for Directory: (If Different from Contact Phone #)		
Web Page URL:		
BOOTH RESERVATION and FEES		
<input type="checkbox"/> Single booth 10 X 10 ft. with one 8 ft. table + 2 chairs	<input type="checkbox"/> For-Profit \$ 200.00	+ \$50 late fee after 4/30/2009
<input type="checkbox"/> Additional space 10 x 10 ft. increments (_____ additional spaces required)	<input type="checkbox"/> For-Profit \$150.00 per space	# of Spaces x \$150.00 = _____
Oversized Exhibit: <input type="checkbox"/> Truck or car <input type="checkbox"/> Van or Trailer <input type="checkbox"/> Semi Tractor/Trailer	<input type="checkbox"/> For-Profit \$250.00	Approx Space Req ____ft x ____ft
<input type="checkbox"/> Require electricity - \$53.90 <input type="checkbox"/> Dedicated Internet - \$595.00		
<input type="checkbox"/> Product to sell _____ <input type="checkbox"/> No sales		
PAYMENT		
SIGNATURE: _____ DATE: _____		
TOTAL ENCLOSED: \$ _____ (For Booth, Power, and Internet)		
CHECK #: _____		
SORRY NO PURCHASE ORDERS, CREDIT CARD, OR CASH ACCEPTED.		
PLEASE MAKE CHECK PAYABLE TO: "GALVESTON COUNTY LEPC"		
MAIL COMPLETED FORMS		
Please mail payment and completed form to: 2009 NWS HURRICANE WORKSHOP c/o Houston/Galveston NWS – Attn. Mark Keehn 1353 FM 646 West, Suite 202 Dickinson, Texas 77539		



NON-PROFIT EXHIBITOR CONFIRMATION FORM

EXHIBITOR INFORMATION		
Company Name:		
Address:		
City, State, Zip:		
Contact Person:		
Contact Phone:		
Contact E-mail:		
Phone # for Directory (If different from Contac Phonet #)		
Web Page URL:		
BOOTH RESERVATION and FEES		
<input type="checkbox"/> Single booth 10 X 10 ft. with one 8 ft. table + 2 chairs	<input type="checkbox"/> Non-Profit \$ 25.00	+ \$25 Late Fee after 4/30/2009
<input type="checkbox"/> Additional space 10 x 10 ft. increments (_____ additional spaces required)	<input type="checkbox"/> Non-Profit \$25.00	
Oversized Exhibit: <input type="checkbox"/> Truck or car <input type="checkbox"/> Van or Trailer <input type="checkbox"/> Semi Tractor/Trailer	<input type="checkbox"/> Non-Profit \$100.00	Approx Space Req _____ ft x _____ ft
<input type="checkbox"/> Require electricity - \$53.90 <input type="checkbox"/> Dedicated Internet - \$595.00		
<input type="checkbox"/> Product to sell _____ <input type="checkbox"/> No sales		
SIGNATURE: _____ DATE: _____		
Organizational Status: <input type="checkbox"/> 501 <input type="checkbox"/> 504 <input type="checkbox"/> Other _____		
TOTAL ENCLOSED: \$ _____ (For Booth, Power and Internet)		
CHECK #: _____		
SORRY NO PURCHASE ORDERS, CREDIT CARD, OR CASH ACCEPTED.		
PLEASE MAKE CHECK PAYABLE TO: "GALVESTON COUNTY LEPC"		
MAIL COMPLETED FORMS		
<p>Please mail payment and completed form to:</p> <p>2009 NWS HURRICANE WORKSHOP c/o Houston/Galveston NWS – Attn. Mark Keehn 1353 FM 646 West, Suite 202 Dickinson, Texas 77539</p>		