



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 Office, I would like to invite you to participate as an exhibitor at the 2010 Ready or Not Hurricane Workshop. This award winning workshop is the largest event of its type in the nation. It continues to be free and open to the general public, and will take place at the George R. Brown Convention Center from 10 AM until 3 PM on Saturday, June 19, 2010.

In recent years, the workshop attendance has ranged from 1500 to 2500 citizens from the Houston/Galveston area. Topics to be discussed at the 2010 workshop include improvements in hurricane forecasting, the outlook for the 2010 hurricane season, updated evacuation information, making a family disaster plan, and information about power restoration after a storm.

This workshop targets the general public for its audience, so there will be activities offered for both adults and children. Once again we encourage all exhibitors to consider using interactive demonstrations to improve traffic to their displays.

There are several exciting things to note about the exhibit area for 2010:

- Once again, there will be no price increases for booth space in the exhibit hall.
- The workshop will be held in one exhibit hall, improving exposure to the exhibit area.
- Exhibitors may sell any products or services excluding food or beverages. (The first 2000 visitors will receive a complimentary lunch.)
- The interactive children's learning activity center continues to attract more visitors.
- 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 for an additional cost.

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 preparing this area for a weather disaster. First, the event continues to be free to the public, thanks to the generous support of our sponsors and exhibit fees paid by you. Second, you are providing 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 Dave Schwertz (281)337-5074 x228.

Sincerely,

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

WORKSHOP GENERAL INFORMATION	
2010 Theme	Ready or Not...
Workshop Date	Saturday, June 19, 2010
Workshop Time	10:00 AM to 3:00 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 D of the George R. Brown convention center
Special Services	<ul style="list-style-type: none"> • All areas are wheelchair accessible • Services provided for hearing impaired • Key sessions will be provided in Spanish

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

EXHIBITOR INFORMATION	
Set Up Time	Friday 6/18/2010 from TBD and Saturday 6/19/2010 from 6-9 AM
Exhibit Open	10 a.m. to 3:00 pm
Strike Down Date	Saturday 6/19/2010 from 3 – 5 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. • 120V, 500 Watt, duplex outlet - \$53 • 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	<table border="0"> <tr> <td>Mark Keehn 281-337-5074 x244 mark.keehn@noaa.gov</td> <td>Dave Schwertz 281-337-5074 x 228 dave.schwertz@noaa.gov</td> </tr> </table>	Mark Keehn 281-337-5074 x244 mark.keehn@noaa.gov	Dave Schwertz 281-337-5074 x 228 dave.schwertz@noaa.gov
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Registration Deadline: **April 30, 2010.**

For-profit registrations postmarked after April 30 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		
Business Phone # for Directory:		
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 4/30/2010
<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 = _____
<input type="checkbox"/> Require electricity - \$53.00		
<input type="checkbox"/> Product to sell _____ <input type="checkbox"/> No sales		
PAYMENT		
<p>SIGNATURE: _____ DATE: _____</p> <p>TOTAL ENCLOSED: \$ _____ (For Booth and Power)</p> <p>CHECK #: _____</p> <p style="text-align: center;"><i>SORRY NO PURCHASE ORDERS, CREDIT CARD, OR CASH ACCEPTED.</i></p> <p style="text-align: center;">PLEASE MAKE CHECK PAYABLE TO: "GALVESTON COUNTY LEPC"</p>		
MAIL COMPLETED FORMS		
<p>Please mail payment and completed form to:</p> <p>2009 NWS HURRICANE WORKSHOP</p> <p>c/o Houston/Galveston NWS – Attn. Mark Keehn</p> <p>1353 FM 646 West, Suite 202</p> <p>Dickinson, Texas 77539</p>		



NON-PROFIT EXHIBITOR CONFIRMATION FORM

EXHIBITOR INFORMATION		
Organization Name:		
Address:		
City, State, Zip:		
Contact Person:		
Contact Phone:		
Contact E-mail:		
Organization Phone # for Directory:		
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 4/30/2010
<input type="checkbox"/> Additional space 10 x 10 ft. increments (_____ additional spaces required)	<input type="checkbox"/> Non-Profit \$25.00	
<input type="checkbox"/> Require electricity - \$53.00		
<input type="checkbox"/> Product to sell _____	<input type="checkbox"/> No sales	
SIGNATURE AND PAYMENT INFORMATION		
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		
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		