



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 2012 Ready or Not Hurricane Workshop. This award winning workshop is the largest public event of its type in the nation, and will take place at the George R. Brown Convention Center from 10 AM until 3 PM on Saturday, June 9, 2012.

In recent years, workshop attendance has ranged from 3,000 to 4,000 people from the Houston/Galveston area. Topics to be discussed at the workshop include hurricane forecasting, the outlook for the 2012 hurricane season, updated evacuation information, making a family disaster plan, and information about power restoration after a storm.

This workshop is targeted to the general public, so activities are offered for both adults and children. 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:

- The hurricane workshop will be held in exhibit hall A at the GRB Convention Center.
- There are no price increases for booth space.
- Exhibitors may sell any products or services excluding food or beverages.
- 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.

Four years ago, Hurricane Ike demonstrated that Southeast Texas has come a long way in being prepared for a major hurricane. Your participation in this workshop provides valuable information and services to workshop attendees while hurricane preparedness is fresh on their mind. This event continues to be free to the public, thanks to the generous support of its sponsors and exhibitor fees paid by you.

We look forward to your participation in this annual event. If you have any questions, please contact me at (281)337-5074 x244, or Dave Schwertz (281)337-5074 x228.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark J. Keehn".

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

WORKSHOP GENERAL INFORMATION	
2012 Theme	Hurricane Preparedness
Workshop Date	Saturday, June 9, 2012
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 A 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	3,000-4,000

EXHIBITOR INFORMATION	
Set Up Time	Friday 6/8/2012 from 3- 6 PM and Saturday 6/9/2012 from 6-9 AM
Exhibit Open	10 a.m. to 3:00 pm
Strike Down Date	Saturday 6/9/2012 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 reserved in advance. • 120V, 2000 Watt, duplex outlet - \$92 • Wireless Internet purchased at event using credit card - \$12.95 • Exhibitors will provide their own signs, carpet, power cords, lighting, audio-visual equipment, and any other display items. • Exhibitors are responsible for their 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: **May 20, 2012.**

For-profit registrations postmarked after May 20 will be charged an additional \$50 late fee.
Non-Profit registrations postmarked after May 20 will be charged an additional \$25 late fee.



FOR-PROFIT EXHIBITOR CONFIRMATION FORM

EXHIBITOR INFORMATION		
Company Name:		
Web Page URL:		
Phone # for Workshop Directory:		
Street Address:		
City, State, Zip:		
Contact Person:		
Contact Phone:		
Contact E-Mail		
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 5/20/2012
<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 - \$92.00		
<input type="checkbox"/> Product to sell _____ <input type="checkbox"/> No sales		
PAYMENT		
SIGNATURE: _____ DATE: _____		
TOTAL ENCLOSED: \$ _____ (For Booth and Power)		
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: 2011 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		
Organization Name:		
Web Page URL:		
Phone # for Workshop Directory:		
Street Address:		
City, State, Zip:		
Contact Person:		
Contact Phone #:		
Contact E-mail:		
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 5/20/2012
<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 - \$92.00		
<input type="checkbox"/> Product to sell _____		<input type="checkbox"/> No sales
<p>SIGNATURE: _____ DATE: _____</p> <p>TOTAL ENCLOSED: \$ _____ (For Booth, Power and Internet)</p> <p>CHECK #: _____</p> <p>SORRY NO PURCHASE ORDERS, CREDIT CARD, OR CASH ACCEPTED.</p> <p>PLEASE MAKE CHECK PAYABLE TO: "GALVESTON COUNTY LEPC"</p>		
MAIL COMPLETED FORMS		
<p>Please mail payment and completed form to:</p> <p>2012 NWS HURRICANE WORKSHOP c/o Houston/Galveston NWS – Attn. Mark Keehn 1353 FM 646 West, Suite 202 Dickinson, Texas 77539</p>		