

Welcome!

The 2009 West Virginia Local Emergency Planning Committee and State Emergency Response Commission (LEPC/SERC) Conference will be held September 14,15,16, 2009 at the Waterfront Place Hotel, Morgantown, Monongalia, WV. Attendees at the conference will consist of Public Officials, Emergency Management, LEPC members, Law Enforcement, Health, Fire, Environmental, Federal, Business and Volunteer Agencies.

We invite you to join us in Morgantown for the opportunity to meet and network with key emergency response, planning and training personnel in West Virginia. This conference will provide industry representatives with the opportunity to showcase their latest products and technologies.

If you are interested in sponsoring this event or exhibiting your products, please contact Misi Savage or Jimmy Gianato at (304) 558-5380

WHY EXHIBIT AT THE LEPC/SERC CONFERENCE?

- Establish new and renew old emergency customer needs
- Qualify future and current buyers, meet prospects face to face and preview your latest product advancements and services
- Utilize customer feedback to identify new applications for existing products and services
- Demonstrate product applications and benefits
- Introduce, test and market new products and services
- Stimulate sales for new and existing products and services
- Reach potential buyers who would otherwise be unknown to your company
- Broaden your exposure and contacts while increasing your organization's viability in the disaster management industry

Join us for the opportunity to meet and mingle with key decision makers in the emergency planning, preparedness and prevention field throughout West Virginia. Our conference will afford you the opportunity to network with attendees responsible for response and recovery in West Virginia. Class sessions are being structured in the continuing efforts to respond, mitigate and recover from disasters, hazardous materials spills/releases and terrorism incidents. Exhibit hours are being arranged to encourage attendance at all exhibits and permit exhibitor involvement in Conference activities. Class activities will be conducted adjacent to the exhibit space for maximum exhibitor exposure. Please visit our website at www.wvdhsem.gov or call (304) 558-5380 for additional information.

**Exhibit hours begin Monday September 14 –
Wednesday September 16, 2009.**

Monday September 14

8-12	Exhibitor set up
12- 1:30	Opening lunch
1:30-5:00	Exhibits open
5:00-7:00	Vendor networking & reception

Tuesday September 15

8:00-5:00	Exhibits open
5:00-7:00	Dinner

Wednesday September 16

8:00-12:00	Exhibits open
1:00	Exhibitor tear-down

For room reservations at Waterfront Place please call 866-782-9974 or www.embassysuites.com and ask for the LEPC/SERC conference rate. Room rates are \$94.00 per night (including parking) plus tax.

Exhibitor

Level 1 -\$900

Includes:

- A company logo with designation of preferred print colors
- Advertising space in the conference program maximum 100 word description of your company's service
- Graphics suitable for a 5" x 8" ad in the conference guide
- Exhibitor passes (up to four passes)
- Your name in promotions for the conference events on the website
- One 6' skirted table and 2 chairs
- Pre registered attendee mailing list
- After conference mailing list

Level 2- \$700

Includes:

- Advertising space in the conference program maximum 50 word description of your company's service
- Graphics suitable for a 5" x 4" ad in the conference guide
- Exhibitor passes (up to 2 passes)
- One 6' skirted table and 2 chairs
- Your organizations name listed as an exhibitor on the SERC/LEPC website
- After conference mailing list

Booths will be assigned on a first come first serve basis

Electricity and phone lines will be available at an additional charge; please contact Waterfront Place for further information at 1-866-782-9974.

Sponsorship

Level 3- \$400

Includes: Company Logo in conference materials, Large Company Logo on Exhibit Banner

Level 4- \$300

Includes: Company Logo on Exhibit Banner

Hosting a Break or Reception, Refreshments \$250, Signage noting your sponsorship

If you are interested in sponsorship only, please contact Misi Savage at (304) 558-5380.

REGISTRATION

First name

Last Name

Names of reps attending (two per booth)

Title

Company/Agency

Street Address

City

State

Zip code

Phone

Fax

Email Address

Web site address

REGISTRATION FEES

Payment should be received by September 5, 2009

Cancellation Policy: All cancellations must be in writing and sent by mail or fax to

WVSERC
1900 Kanawha Blvd Building 1 Room EB -80
Morgantown, WV 25305
304 344-4538 fax number

Cancellations received by August 20, 2009 will receive a full refund, cancellations received between August 17, 2009 and September 7, 2009 will receive a refund less a 25% administrative fee. After September 11, 2009 no refunds will be made. Additional questions contact Misi Savage at (304) 558-5380 or Melyssa.h.Savage@wv.gov.

Registration and payment

You may register on-line, however, payments should be sent to:

WVSERC
1900 Kanawha Blvd Bldg 1 Room EB-80
Morgantown, WV 25305

The WV SERC requires payment be made by check or money order. Payments should be received by September 7, 2009

If you have questions you may contact Misi Savage or Jimmy Gianato at (304) 558-5380 or Melyssa.h.Savage@wv.gov.

Level 1 Exhibitors:

Please send the following to Melyssa.h.Savage@wv.gov no later than:
September 5, 2009

A company logo with designation of preferred print colors
Graphics suitable for a 5" x 8" ad for the conference guide
A 100 word description of your company's services
Exhibitor passes names (up to four passes)

Level 2 Exhibitors:

Please send the following to Melyssa.h.Savage@wv.gov no later than:
September 5, 2009

A 50 word description for your company's services
5" x 4" ad for the conference guide
Exhibitor passes names (up to two passes)

Sponsorships:

Please send the following to Melyssa.h.Savage@wv.gov no later than:
September 5, 2009

A company logo with designation of preferred print colors for signage

SHIPPING

Shipping items to Waterfront Place Hotel:

All packages/box deliveries to the Hotel must be addressed as follows:

Waterfront Place Hotel
Attention: Jennifer Millstone
Date of conference: September 14,15 and 16,2009
Conference name: LEPC/SERC Conference
Two Waterfront Place
Morgantown, WV 26501
(304) 296-1700

Boxes should not be addressed to the hotel catering services – shipments are to be sent no more than 3 working days prior to the event. All packages/boxes received are subject to shipping/handling charges by the hotel of \$2.00 per box. A storage fee of \$2.00 per day, per box will be applied to any materials shipped earlier than 3 days prior to the event. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 lbs must be delivered to a drayage company; your catering manager can assist with these activities.

Important Dates

August 18, 2009

Hotel reservation deadline, if staying at the host hotel

September 5, 2009

Company Logo's & Graphics

September 5, 2009

100 & 50 advertising description

September 5, 2009

Registration and payment

Exhibitor Rules and Regulations

1. These rules and regulations form part of the Agreement for Exhibition Space made between the SERC and Exhibitors.
2. Exhibits will have one six foot table draped, with 2 chairs and a two line identification sign will be furnished. Equipment, furnishings or services other than those provided as indicated must be arranged with the hotel at the vendor's expense.
3. Exhibitors shall comply with and ensure that their employees and agents comply with all legal requirements imposed by government bodies. Special building rules regarding operation of oil or gasoline engines must be strictly observed and coordinated with the host hotel, as must all other special building rules and regulations.
4. Any company desiring to hold drawings for trips, merchandise, etc., must advise DHSEM no less than 15 days prior to the opening of the conference. Exhibitors must indicate they will comply with all local, state, and federal laws. A list of winners must be submitted to the Exhibits manager within 15 days of the close of said conference.
5. DHSEM and SERC shall not in any manner or for any cause be liable or responsible to any exhibitor or any other person for any injury or damage to any person, business or property in any way related to or arising in connection with the exhibition; and any and all claims for such injuries or damages are hereby waived and each exhibitor agrees to indemnify and hold harmless the SERC and its members, officers, employees and agents (the Indemnified parties) against any and all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by or asserted against the Indemnified parties caused by any act or omission of that exhibitor, or occurring within the exhibit space lease by that exhibitor or arising in connection with the activities conducted by the exhibitor in connection with the exhibition
6. Exhibitors shall not place in the exhibit area any apparatus or goods that shall in any manner be objectionable to other exhibitors or to the attendees at such exhibition or that shall in any manner be dangerous or calculated to cause injury to any persons coming in contact with them or result in force or damage to the building or exhibits
7. WVSERC reserves the right to prohibit the display of any article that, in its opinion, is not in keeping with the nature and character of the conference.

8. In the event that the premises in which the exhibition is to be held are destroyed or damaged by fire, the elements or any other cause, so the exhibition cannot be held, the exhibitors shall have no cause of action or claim for damages or compensation against the WVSERC or WVDHSEM except for the return of any amount previously paid, and in such an event, this agreement shall be terminated
9. Exhibitors shall have the right, subject to the provisions herein contained, to arrange their exhibits with the space allotted to them in the manner best suited for displaying and demonstrating the goods or services manufactured by them. All materials, items, etc., must be contained within the space assigned to the exhibitors as per the completed agreement and in accordance with guidelines
10. Exhibitors shall care for their own exhibits and take such steps and precautions as may be necessary to prevent injury or damage to themselves or their exhibits
11. Exhibitors shall, at their expense, provide insurance for protection of their property against fire, theft, vandalism or destruction by any cause. They shall also provide worker's compensation and general liability insurance in an amount not less than one million dollars per occurrence.
12. Within 3 hours of the closure of the conference, exhibitors shall remove all exhibits and any goods or property brought into the exhibition hall and leave said space clean and free from all rubbish, unless prior arrangements are made with the host hotel. No such exhibit or any part thereof may be removed during the period of such exhibition without the consent of WVSERC
13. Exhibitors shall install their exhibits in such a manner as to not cause damage to other exhibits or booths or the host hotel. Any such damage so caused by exhibitors shall be paid for by said exhibitor
14. Neither the agreement for exhibit space nor any booth or display space request or allocation will be binding on the WVSERC unless and until the exhibitor completes, signs and returns the "Application for Exhibit Space" and issues payment.

Contact Information

For information on the conference please contact

Misi Savage
1900 Kanawha Boulevard
Building 1 Room EB-80
Morgantown, West Virginia 25305
304 558-5380
304 344-4538 (f)
Melyssa.h.Savage@wv.gov

For information on the hotel please contact

Waterfront Place Hotel
Attention: Jennifer Millstone
Date of conference: September 14,15 and 16,2009
Conference name: LEPC/SERC Conference
Two Waterfront Place
Morgantown, WV 26501
(304) 296-1700

WATERFRONT PLACE HOTEL –

Situated overlooking the picturesque Monongahela River, this Morgantown, WV hotel offers an escape that is both close to nature and easily accessible to downtown. The unique location in the Wharf District, inviting atmosphere, and upstanding service combine to make this the ideal West Virginia hotel for relaxing getaway, important business trip, or much-anticipated visit to your alma mater.

The host hotel is providing a special room rate of \$94.00 per night (including parking) plus tax for participants, when making your reservations please mention the WVSERC to receive the conference rate.

Room reservations must be made by **August 18, 2009** for the special room rate. You may contact the hotel at 1-866-782-9974 or www.waterfrontplacehotel.com

DIRECTIONS -

From South on I-79:

- Merge onto I-68 East toward CUMBERLAND
- Take the US-119 exit - EXIT NUMBER 1- toward UNIVERSITY AVE./
DOWNTOWN
- Turn LEFT off of the exit ramp
- Travel towards downtown Morgantown going through 3 stop lights
- The Waterfront Place Hotel is on the LEFT at the 4th stop light

From North on I-79:

- Merge onto I-68 East toward CUMBERLAND
- Take the US-119 exit - EXIT NUMBER 1- toward UNIVERSITY AVE./
DOWNTOWN
- Turn LEFT off of the exit ramp
- Travel towards downtown Morgantown going through 3 stop lights
- The Waterfront Place Hotel is on the LEFT at the 4th stop light

From West on I-68:

- Take the US-119 exit - EXIT NUMBER 1- toward UNIVERSITY AVE./
DOWNTOWN
- Turn LEFT off the exit ramp
- Travel towards downtown Morgantown going through 3 stop lights
- The Waterfront Place Hotel is on the LEFT at the 4th stop light

**BE CERTAIN TO ASK FOR THE WV Division of Homeland Security LEPC/SERC
CONFERENCE BLOCK OF ROOMS USING CODE WHEN MAKING
RESERVATIONS.**