



National Radiological Emergency Preparedness Conference, Inc.

PO Box 166, Landing, NJ 07850 ♦ Ph: 973-960-6170 ♦ FAX: 609-984-7513
www.nationalrep.org

January 17, 2012

Meet Us In St. Paul, MN!!!

Dear Colleagues:

The 2012 National Radiological Emergency Preparedness Conference will be held at the Crown Plaza Hotel, 11 East Kellogg Blvd; St. Paul, MN 55101 (<http://www.crowneplaza.com/h/d/cp/1/en/hotel/mssp/>). The dates for this conference are **April 23 – 26, 2012**. The Conference is designed to share information among personnel from state and local agencies along with federal agencies including DHS/FEMA, NRC, DOE, FDA, EPA, USDA, nuclear power utilities and others. This year we expect close to 400 attendees including internationals.

We appreciate the support shown by so many exhibitors over the past years and hope that the same will hold true for this year's conference. Vendor registration fee is \$800.00 and must be paid prior to receiving a booth assignment. Purchase Orders (PO) will not be accepted after March 18, 2012 and registration closes on April 16, 2012. The fee provides registration for one person, booth space and an invitation to the Networking Social event scheduled for Tuesday (April 24) evening. For each additional person attending with a registered vendor, the registration fee is \$350.00 if paid before the close of registration. Onsite registration fees are \$400.00. The fees do not include lodging, transportation, materials shipping/ handling/ storage or other house costs.

As we did last year, once you have registered and paid in full then you can choose the booth for the conference based on availability. Refreshments during breaks will be set up to enhance visitation of the exhibit area. Based on recommendations received in the past, the National REP Conference Steering Committee does not plan to coordinate any drawings, raffles or give-away opportunities. If the individual vendors would like to continue this practice, they are welcome to coordinate the activities on their own. Vendor registration, as well as hotel, airport, ground transportation, and parking information are posted on our web at www.nationalrep.org.

The Crown Plaza Hotel offers a number of opportunities for vendors to advertise their company and products directly through the hotel. Should any of our vendors want to participate in any of these opportunities, the hotel services and contact information can be found on our webpage. Any and all of these services will be handled directly through the Crown Plaza Hotel and the individual vendor is responsible for whatever costs are incurred.

The National REP Conference, Inc. is proud to provide you with an opportunity to display a banner or sign advertising your company in the General Session room for the length of the conference. Should you decide this is an opportunity that you would like to

take advantage of, there will be an additional fee of \$100.00 per vendor payable at the time of registration.

The National REP Conference, Inc. has contracted Hubbell/Tyner Convention and Trade Show Specialists to handle event services related to shipping, handling, delivery, booth setup and break down for the exhibitor area. Shipping arrangements for vendor materials should be coordinated through Hubbell/Tyner Convention and Trade Show Specialists in accordance with the negotiated contract. Services and costs for Hubbell/Tyner Convention and Trade Show Specialists can be found in the vendor resource area of our webpage at www.nationalrep.org and also on our event registration page. All vendors are encouraged to use Hubbell/Tyner Convention and Trade Show Specialists for shipping.

If materials are shipped directly to the hotel for the conference, charges will apply in accordance with hotels established practices for shipping and handling and are the responsibility of the individual vendor. The Crown Plaza Hotel will be the contact for any electrical, telephone and internet services.

Booth set-up can begin as early as 10:00 a.m. on Monday, April 23. Your exhibits and related equipment need to be removed by 7p.m. on Wednesday, April 25.

We look forward to a very successful conference in 2012, and invite you to be a part of it. If you have questions please give me a call at the number below.

Please make arrangements NOW to Meet Us in St. Paul!



Mr. John Giarrusso, Jr., Chair
Vendor Subcommittee
Ph: 508-820-2040; Cell: 603-817-0560
E-mail: john.giarrusso@state.ma.us