

Exhibit PRE SHOW Plan

1. Event Name:		2. Date	
3. Dates of Event			
		4. Warehouse Shipment Deadline	
5. Location			
6. Line Offices Involved			
7. Lead Office			
8. Exhibit Booth Size			
9. Number of Booth Personnel			
10. Number and Type of Event Attendees			
11. Why Are We Attending?			

12. NOAA Exhibit Message/Theme	
13. Specific Objectives	
14. Exhibit Hardware	
15. Key Information From Previous Exhibit Participation	
16. Estimated Exhibit Costs	