

FORM A: DISPLAY/EXHIBIT/BOOTH APPLICATION AND GUIDELINES

Name of School and School District: _____

Name of Class or Group: _____

Name of Contact Person: _____ Title: _____

Daytime Phone Number: _____ Email: _____

Type of Project (Check One): **Display/Exhibit** **10' x 10' Booth**

- 1) What is the topic or theme: _____
- 2) What environmental issue does it address: _____
- 3) How will it help Houston be a Green Community? _____

- 4) Why will others be interested in your submission?: _____

- 5) If you checked **Display/Exhibit**:

- a. Specify dimensions (Ex: Height 5ft, Width 4.5ft, Depth 3 ft.):

Height _____ Width _____ Depth _____ Other (Please let us know about exceptional weight or other dimensions): _____

- b. Will you provide stand or easel? _____ If not, will you need one? _____

- c. Do you want your submission back? _____ If so, you must pick it up at 5 pm on Sunday or make special arrangements.

- 6) If you checked **Booth**:

- a. Will you need electricity? _____

- b. How many people will you have to staff the booth during the EXPO on both days? _____ (Saturday 10-5 and Sunday 10-5)

- c. Will you need 2' x 6' tables _____ If yes, how many _____

- d. Will you need chairs _____ If yes, how many _____

All submissions are due no later than 8 pm on Monday, April 6, 2009. They should be taken to City Hall Annex, 900 Bagby at the back door. Take Walker St. (one-way going west) and get in far left lane after crossing Bagby. About 25 ft from corner of Bagby and Walker, slow down and go down the driveway alongside the Annex building. Make second left at end of drive and look for metered parking lot on right. Please call 832-393-9071 or 832-226-1707 or email igreen@cityofhouston.net, if you plan to submit something so we can plan for it.