



New Technology for Environmental Solutions Collaborating for Results

U.S. EPA ETV and SBIR Programs Regional Workshop



Exhibit Guidelines

Exhibits will be located in the Arkansas/Louisiana Conference Rooms on the 12th floor of the U.S. EPA Region 6 office. Each exhibit space will be provided with one 6' table, two chairs and one standard electrical outlet (20 Amp/110 V) (if requested). Internet access/hook-ups are not available.

Exhibit space is free of charge. EPA recommends that exhibitors do not leave any valuable equipment unattended, as security will not be provided.

REGISTRATION OF EXHIBIT PERSONNEL

All exhibitors are required to register for the workshop. Registration for this event is free of charge. If you have not already registered, please complete the on-line registration form available under the "Registration" link. Please register by **Monday, April 30, 2007**. If you have any questions related to registration, please contact Angela Hays, SCG, at (301) 670-4990 or ahays@scgcorp.com.

EVENT LOCATION

The U.S. EPA ETV and SBIR Programs Regional Workshop will be held from 8:00 AM to 5:30 PM on May 8, 2007, at the following location:

U.S. Environmental Protection Agency, Region 6

1445 Ross Avenue, 12th Floor

Dallas, Texas 75202

Website: <http://www.epa.gov/region6/>

All visitors to the U.S. EPA Region 6 office will need to present a federal- or state-issued form of identification (i.e., a state driver's license) upon arrival. When entering the building, please take the elevator to the 7th floor reception area to check in and receive a guest badge. Proceed to the 12th floor, and the meeting will be held in the Arkansas, Louisiana, Oklahoma, and Texas Conference Rooms.

DELIVERY OF EXHIBITS/DISPLAYS

If you plan to ship exhibit materials directly to the U.S. EPA Region 6 office, please send them to the following address:

U.S. Environmental Protection Agency, Region 6

1445 Ross Avenue, 6SF-D

Dallas, Texas 75202

Attn: Terry Burton

Phone: (214) 665-7139

Please put the following information on the OUTSIDE of your shipping container(s):

Your Name (Point of Contact)
Organization or Company Name
Company Address
Company Phone Number

Vendor materials should be shipped to the U.S. EPA Region 6 office for arrival between **Monday, April 30 and Friday, May 4, 2007**. You are responsible for tracking your own shipment and ensuring that it arrives at the event location.

EXHIBIT SET UP

Exhibits may be set up on Monday, May 7, 2007, between 5:30 PM and 7:00 PM or on Tuesday, May 8, 2007 between 7:00 AM and 8:00 AM. All exhibits must be set up by 8:00 AM on May 8.

EXHIBIT STAFFING

The exhibits will be open for public viewing from 8:00 AM until 5:30 PM on Tuesday, May 8, 2007. Please plan on staffing your exhibit during morning registration (8:00 AM to 8:30 AM) and during networking breaks (9:40 AM to 10:00 AM; 11:00 AM to 11:20 AM; and 3:00 PM to 3:25 PM).

EXHIBIT TEAR DOWN

Exhibits may be dismantled between 5:30 PM and 6:30 PM on Tuesday, May 8, 2007. All exhibitors will be responsible for dismantling their own exhibits. If you do not dismantle your exhibit and make return shipping arrangements by 6:30 PM on May 8, your exhibit's return cannot be guaranteed.

For questions, please contact Abby Waits, EPA, at (513) 569-7884 or waits.abby@epa.gov.