

GUIDELINES FOR EXHIBITORS

Exhibiting opportunities at the U.S. EPA ETV and SBIR Programs Regional Technology Workshop are limited to ETV-verified vendors and EPA SBIR awardees. **If you meet these criteria and would like to exhibit, or if you have questions regarding your company's eligibility to exhibit, please contact Abby Waits, EPA, at (513) 569-7884 or waits.abby@epa.gov.**

The following guidelines and requirements are applicable for companies who have contacted EPA and received confirmation of exhibit space at the event.

TABLETOP EXHIBIT SPACES

Exhibits will be located in the Atrium area on the 30th floor of the U.S. EPA Region 2 office. Exhibit space is limited to one tabletop sized exhibit or equivalent equipment/materials per vendor. [Note: full-size, free-standing exhibits/booths will not be accommodated due to space limitations.] Each exhibit space will be provided with one 6' table, two chairs and one standard electrical outlet (20 Amp/110 V) (if requested). Electrical needs should be specified on the Exhibit Confirmation Form. 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. Please register by **Monday, September 29, 2008**. 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 Technology Workshop will be held from 8:00 AM to 5:00 PM on October 7, 2008, and from 8:30 AM to 12:45 PM on October 8, 2008, at the following location:

U.S. Environmental Protection Agency, Region 2 Main Office

290 Broadway, 27th and 30th Floors

New York, New York 10007-1866

Website: <http://www.epa.gov/region2/>

When arriving at the U.S. EPA Region 2 office, enter the building through the Broadway entrance.

SECURITY

All visitors will need to present a federal- or state-issued form of identification (e.g., a state driver's license) upon arrival and pass through a metal detector when entering the U.S. EPA Region 2 office. Exhibit cases, boxes, and materials will need to go through an x-ray machine or be examined by hand. Visitors will be accompanied by an EPA escort to the 30th floor. Please be sure to identify when you will be arriving for set up on the Exhibit Confirmation Form so that we can provide this information to building security in advance.

HOTELS

For information on local hotel accommodations, please see [Hotel Info](#).

DELIVERY OF EXHIBITS/DISPLAYS

If you plan to ship exhibit materials directly to the U.S. EPA Region 2 office, please send them to the following address:

U.S. Environmental Protection Agency, Region 2
290 Broadway, 15th Floor Mailroom
New York, New York 10007
Attn: Rodney Dorwin
Phone: (212) 637-3390

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

EPA ETV/SBIR Workshop, Hold for Delivery until October 6

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 2 office for arrival between **Monday, September 29 and Friday, October 3, 2008**. 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, October 6, 2008, between 5:00 PM and 7:00 PM or on Tuesday, October 7, 2008, between 7:00 AM and 8:00 AM. All exhibits must be set up by 8:00 AM on October 7. In you plan to set up your exhibit on Monday, October 7, please arrive before close of business (before 5:30 PM) to avoid problems passing through security. After business hours (8:00 AM to 5:30 PM) vendors may not be allowed re-entry into the facility, so please remain in the U.S. EPA Region 2 office until your exhibit set up is complete.

EXHIBIT STAFFING

The exhibits will be open for public viewing from 8:00 AM until 5:00 PM on Tuesday, October 7, and from 8:30 AM until 1:00 PM on Wednesday, October 8. Please plan on staffing your exhibit at a minimum during the following times:

October 7, 2008

Morning Registration - 8:00 AM to 8:30 AM
Morning Break – 9:40 AM to 10:00 AM
Afternoon Break – 3:00 PM to 3:30 PM

October 8, 2008

Morning Registration – 8:30 AM to 9:00 AM
Break – 12:45 PM to 1:00 PM

EXHIBIT TEAR DOWN

Exhibits may be dismantled between 1:00 PM and 3:00 PM on Wednesday, October 8, 2008. All exhibitors will be responsible for dismantling their own exhibits. If you do not dismantle your exhibit and make your return shipping arrangements by 5:00 PM on October 8, your exhibit's return cannot be guaranteed.

EPA is not responsible for any loss, damages, or theft of exhibit materials or other property of exhibitors or their representatives. EPA recommends that exhibitors do not leave any valuable equipment unattended, as security will not be provided.

Exhibit Contact:

Abby Waits
U.S. EPA, Environmental Technology Verification Program
26 W. Martin Luther King Drive, MS 208A
Cincinnati, Ohio 45268
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Fax: (513) 569-7680
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