

2004 Environmental Training Institute for Small Communities
July 27 to 30, 2004
Morgantown, West Virginia
Sponsored by the National Environmental Training Center for Small
Communities

EXHIBIT HALL INFORMATION SHEET

LOCATION

Blue Ballroom, 2nd Floor, Mountainlair Conference Center
University Avenue, Downtown Campus, West Virginia University

EXHIBIT HALL SET UP

Monday, July 26 — 2 p.m. to 4 p.m.
Tuesday, July 27 — 10 a.m. to 4 p.m.
Wednesday, July 28 — 6:30 a.m. to 7:30 a.m.

EXHIBIT HALL HOURS

Wednesday, July 28 —

- 8 a.m. to 11:15 a.m.***
- 2:15 p.m. to 5 p.m.
- Reception — 5 p.m. to 7 p.m.

*** The Exhibit Hall will be closed during the Luncheon and Program 11:30 a.m. to 2 p.m. Exhibitors are encouraged to attend the Luncheon.

Thursday, July 29 — 9 a.m. to 5 p.m.

Friday, July 30 — 9 a.m. to Noon

Refreshment breaks will be served in the Exhibit Hall for maximum exposure of exhibits.

EXHIBIT HALL TAKE DOWN

Friday, July 29 — Noon to 2 p.m.

SHIPPING INSTRUCTIONS

Exhibit material may be shipped directly to NETCSC for receipt no later than July 21, 2004. Please advise NETCSC's Exhibit Hall Coordinator of your shipping plans. Please DO NOT ship directly to the Mountainlair Conference Center. All items will be delivered to the Exhibit Hall prior to your arrival. Each container should be marked: "Institute Exhibit Hall" and shipped to: Scott Freudenburg, NETCSC, 220 NRCCE Bldg., WVU, Evansdale Dr., Morgantown, WV 26506-6064. Phone: (304) 293-4191, Ext 5574. Please require a receiving signature. Exhibitors may schedule shipping pick-up on Friday, July 30, between noon and 2 p.m. Pick-up should be made in the Exhibit Hall (second floor, Blue Ballroom).

DELIVERY INSTRUCTIONS

Exhibitors planning to transport exhibit containers and material to the Institute may unload and load at the Mountainlair loading dock and take the service elevator to the 2nd floor. The entrance to the dock is located on Prospect Street on the right between the Mountainlair Parking Garage Area 3 Permit Only Lot entrance and Stewart Hall. Parking at the dock is restricted to 30 minutes for loading and unloading only. Please note that the Mountainlair parking garage is closed for construction. For parking alternatives, please contact Sandy Miller at (304) 293-4191, ext. 5536.

PARKING

Public parking is available in the nearby city parking lots. Parking in "WVU Permit Only" lots between 7 a.m. and 4:30 p.m. weekdays will result in tickets and fines.

TARGET AUDIENCE

Technical assistance providers, environmental trainers, utility managers, operators, regulatory officials, environmental consultants, public health staff, security and emergency response planning staff and community development professionals that work with small communities have attended in the past. Local officials including mayors, board and council members, county commissioners, and aldermen also attend. Exhibitors may wish to encourage installers, utility contractors, system designers and engineers to register for the Institute on Wednesday for the technology exhibits, "Tech Talks," the Small Community Needs and Solutions Forum, and the Evening with Exhibitors Reception. NETCSC will provide brochures upon request.

TECH TALKS, DEMONSTRATIONS, PRESENTATIONS AT THE EXHIBIT BOOTH

Exhibitors interested in giving a 20-minute technical presentation during the "Tech Talks" session and/or providing a demonstration of water and wastewater technologies, equipment or software on Wednesday should complete the Intent to Present and submit the document to Scott Freudenburg, Exhibit Hall Coordinator. Questions may be directed to Lynn Siniscalchi, "Tech Talks" Coordinator. Deadline for submission: July 8, 2004. A letter will be included in the Institute Program confirming your participation.

INSTITUTE PROGRAM

A schedule of course titles and events is available on our web site, www.netc.wvu.edu, and in the full brochure.

EXHIBIT APPLICATION DEADLINE

Exhibitor applications must be received by the Exhibit Hall Coordinator no later than July 8, 2004, in order to be included in the Institute Program. A letter will be mailed to confirm acceptance by NETCSC.

For additional information, please contact:

The National Environmental Training Center for Small Communities
Phone (800) 624-8301 or (304) 293-4191
Fax (304) 293-4191

Scott Freudenburg, Exhibit Hall Coordinator — sfreudenbrug@mail.nesc.wvu.edu
Lynn Siniscalchi, "Tech Talks" Coordinator — lsiniscalchi@mail.nesc.wvu.edu