



2013 EPA REGION 6 MS4 STORM WATER CONFERENCE

JUNE 16-21, 2013

New Orleans Marriott Hotel
(Downtown-555 Canal Street)
New Orleans, Louisiana

EXHIBITOR INSTRUCTIONS

The South Central Chapter of the International Erosion Control Association (SCIECA) would like to welcome you to the 2013 EPA Region 6 MS4 Storm Water Conference in New Orleans, Louisiana. Space has been allocated at the Marriott Hotel within the Conference activity/education area for your specific exhibits. Selection of exhibit booth location will be based on payment of booth space. First to pay is first to select booth location. We will contact you once payment has been made. Contact will be made in order of payment. You will be provided a space that includes a six (6) foot table, two chairs, a trash can and 110 electrical power.

The following are specific instructions you will need to know for this conference:

Exhibit Area Dates and Activities:

- Set up of your exhibit space can take place on Monday, June 17, 2013 between 8:00 a.m. and 5:00 p.m.
- Exhibit Area opens up the morning of Tuesday, June 18 and will remain open all day.
- Tuesday, June 18 (afternoon/evening) 5:00-7:00 p.m. is the Conference "Exhibitor" Reception that will be held in the Exhibit Area. This will also be the evening of the Exhibitor "Minute to Win It" games.
- Wednesday, June 19 through Thursday, June 20 the Exhibit Area will be open each day from 8:00 a.m. to 5:00 p.m.
- Break down of Exhibit Area can begin on Thursday anytime and needs to be complete on Friday, June 21 by 12:00 noon

Packages and Deliveries:

For package delivered instructions contact Toni Dixon, New Orleans Marriott Hotel Group Housing Coordinator, at (504) 613-1883.

Things to Know:

- All Breaks and receptions at the event will be held in the Exhibit Area
- All Exhibitors are encouraged to participate in the “Minute to Win It” event at the Conference Exhibitor Reception on Tuesday evening
- Please consider bringing small items with your company logo for Door Prize Drawings throughout the event
- During education/course periods, all Exhibitor staff are free to attend presentations of their choice (including the State Break-out sessions)
- All Exhibitor Staff identifying their desire to attend the Thursday night social are welcome to attend.
- If you need electrical supply to your exhibit, please notify Tom Schneider by e-mail tom@stormcon.us
- If you have questions for the Hotel concerning packages and deliveries, please contact Toni Dixon, New Orleans Marriott Hotel Group Housing Coordinator, at (504) 613-1883

Please feel free to have “**FUN**” at this conference (it is mandatory)!

Respectfully,

Phil Handley, CPESC, REM, CESSWI
SCIECA-EPA MS4 Conference Coordinator
President, Board of Directors
International Erosion Control Association