

## MEMORANDUM

TO: Potential EPA Region 6 Conference Vendors  
FROM: Michael W. Jones, Director of Environmental Services, City of Waco  
DATE: March 17, 2008  
SUBJECT: Exhibiting at the 10<sup>th</sup> Annual EPA Region 6 MS4 Operators Conference

The City of Waco and Texas Department of Transportation are hosting the 10<sup>th</sup> Annual EPA Storm Water Region 6 MS4 Operators Conference at the Waco Hilton and the Waco Convention Center at 100 Washington St.; Waco, Texas 76701 from July 14-17, 2008. Attendees will include representatives from the U.S. Environmental Protection Agency Region VI, storm water operators, managers and staff of Phase 1 and Phase 2 municipalities, federal and state agencies and other environmental professionals from the states in Region 6—Oklahoma, Texas, Louisiana, New Mexico, and Arkansas. Surrounding states are also going to be asked to attend.

The conference will feature discussions and training to prepare numerous motivated local officials with the technical skills necessary to meet the challenges of managing Phase I and Phase II Stormwater Programs. As current issues are presented, the many facets of BMP's available today will be highlighted as each community prepares to meet new regulatory environmental challenges in the coming months. Take this opportunity to present your BMP specialty to clients wanting solutions.

The Hilton Hotel is offering EPA Stormwater Conference rates at \$99 per night and if you ask for room code **Stormwater Conference** you will receive this rate. Make your reservation by calling 254-754-8484 or 1-800-Hilton before June 14, 2008.

There will be a hall for exhibitors to display their goods and/or services to potential clients. There are a limited number of exhibitor spaces available; therefore, the tables and their locations will be assigned on a first-come, first-served basis. Each space is 8' x 10' and includes a 2' x 6' tabletop, two (2) chairs, a trash can, and an electrical outlet at a cost of \$500.00 for the 4 (four) days. Anyone wishing to participate in the conference should complete the enclosed registration form and mail, with check payable to City of Waco; Water Utilities Department; P.O. Box 2570; Waco, Texas 76702; Attention: Mike Jones; Phone: (254) 750-8005 or (254) 749-6360; Fax: (254) 750-8074 by June 14, 2008. If you have any questions relating to exhibiting or sponsoring, please call Mike Jones at the previous telephone numbers or Anthony Betters at 254-750-8006.

During the conference there will be a coffee break or snack served in the mornings and afternoon on all days. **If you would like to sponsor a break or snack, please contact us by June 1, 2008.** Signage recognizing your company or organization will be placed at the sponsored event as our token of appreciation for your generous support.

Exhibitors are welcome to attend all conference sessions and field trips. We appreciate your support, and know you will make numerous contacts at this conference. We look forward to seeing you there. If you have any program questions or need further information, please call Mike Jones at the above telephone numbers log onto [www.epa.gov/region6/6wq/npdes/sw/ms4](http://www.epa.gov/region6/6wq/npdes/sw/ms4).

Respectfully requested.