

National Sustainable Design Expo

Washington, DC • April 18-20, 2009 • www.epa.gov/P3

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people,
prosperity,
and the planet

We are delighted that you will be exhibiting your environmentally sustainable technologies or business practices at the National Sustainable Design Expo featuring the 5th Annual P3 Award Competition.

EVENT DATE AND LOCATION

The Expo and P3 Award Competition will be held in Washington, DC, on the National Mall on April 18-20, 2009 (Saturday-Monday). The event will be housed in a large tent between 3rd and 4th streets, which is near the eastern end of the National Mall, close to the Capitol Building. The tent will be shared by students competing in the 5th Annual P3 Award Competition, ensuring significant interaction between government and nonprofit exhibitors and college students working to solve environmental challenges. This year, the Expo co-sponsor, Beyond Benign, will also provide a tent where the business community will exhibit their sustainable practices and technologies.

EXHIBIT SPACE SPECIFICATIONS

Your contribution to this event is important to us and your exhibit space is provided free of charge. As a National Sustainable Design Expo exhibitor, you will be furnished with one 10' x 10' exhibit space, one 8' skirted table, and one chair. Your exhibit space will be defined by a pipe and drape background. There will not be pipe and drape separating your space from those adjacent to you.

IMPORTANT DOCUMENTS

The following documents contain important information regarding the Expo:

- Agreement to Exhibit (Fax by 3/2/09),
- Suggestions regarding transportation and hotel accommodations,
- A draft schedule of events,
- Frequently asked questions,
- A release waiver (submit signed form upon arrival at the Expo), and
- A media release form (submit signed form upon arrival at the Expo).

Exhibitors need to return three of these documents. The Agreement to Exhibit should be faxed to Alina Martin, SAIC (703-375-2502), by March 2nd. All attendees will need to sign the attached liability waiver and multi-media release upon registration; it is suggested that you bring signed forms with you.

As noted in the transmittal email message, each exhibiting organization should submit a two to three sentence description of their organization as soon as possible, but no later than March 2nd. Name tags will be made for all representatives attending the event; names should be submitted via email no later than March 20th.



AGREEMENT TO EXHIBIT AT THE NATIONAL SUSTAINABLE DESIGN EXPO

I understand that space has been reserved specifically for my organization to exhibit at the National Sustainable Design Expo sponsored by the United States Environmental Protection Agency (“EPA”) and coordinated by Science Applications International Corporation (“SAIC”). I also understand that although my organization is not required to pay a fee for its participation, this agreement guarantees that my organization will set up and staff an exhibit on April 18-20, 2009, according to the times in the event agenda.

ORGANIZATION NAME *(Please write the name as you would like it to appear in Expo publications.)*

DATE

BY:

SIGNATURE OF RESPONSIBLE PARTY

PRINTED NAME OF RESPONSIBLE PARTY

MOBILE PHONE NUMBER OF RESPONSIBLE PARTY
(To be called only if the organization is not present by 11:00 A.M. on April 18, 2009 for exhibit set-up or at 3:00 P.M. on April 20, 2009 for exhibit tear-down.)

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Transportation and Hotel Information

Note: Hotels tend to sell out quickly in the Washington, DC area, so exhibitors should make their arrangements as soon as possible. Exhibitors should consult the draft schedule of events to determine arrival and departure times.

Transportation:

The closest Metro stops to the Expo location are Federal Center SW (on the Blue and Orange lines), Judiciary Square (on the Red line), and Archives/Navy Memorial (on the Green and Yellow lines). The walk from Federal Center to the Expo site is approximately 5 minutes, from Judiciary Square, approximately 7 minutes and from the Archives/Navy Memorial, approximately 5 minutes.

Washington, DC is served by three local airports: Washington Dulles International Airport (IAD), Baltimore-Washington International Airport (BWI), and Ronald Reagan Washington National Airport (DCA). In keeping with the environmental goals of the P3 initiative, EPA encourages those traveling to the National Sustainable Design Expo and EPA's P3 Award competition to use public transportation when possible. In addition, renting cars may not be practical in terms of parking and getting around in Washington, DC. Please note that event parking is not provided, and parking garages near the National Mall can cost as much as \$25 per day. Information regarding public transportation options from the local airports is provided below. Visit <http://www.wmata.com> for a [map of the Metrorail Transit Lines](#) and fare, schedule, and passenger information.

Ronald Reagan Washington National Airport (DCA) is located on the Metrorail Yellow and Blue lines. The airport Metro stop is only 6 stops from the Federal Triangle Metro station. Additional information is available at <http://www.metwashairports.com/reagan>.

Washington Dulles International Airport (IAD) is located approximately 25 miles from Washington, DC. The Washington Flyer Coach Service provides direct transportation between Dulles and Metrorail. The Washington Flyer Coach will take you non-stop to Metro's West Falls Church Station on the Orange line and runs every 30 minutes. Additional information and ground transportation options are available at <http://www.metwashairports.com/dulles>.

Baltimore-Washington International Airport (BWI) is located approximately 35 miles from Washington, DC. Metro offers BWI Express Metro bus service between BWI and the Greenbelt Metro station on the Green line. The service provides a direct connection between BWI and the Greenbelt Metro Station. Additional information and ground transportation options are available at <http://www.bwiairport.com/>.

Hotel Accommodations:

Below is a listing of hotels that are within walking distance or a short cab ride to the National Mall. **Rooms have not been blocked at any of these hotels.** Rates and availability can be determined by contacting the hotel directly.

Grand Hyatt Washington
1000 H Street, NW
Tel: 202-582-1234
www.hyatt.com

Holiday Inn Capitol Hotel
550 C Street, SW
Tel: 202-479-4000
www.holidayinn.com

Washington Court Hotel
525 New Jersey Avenue, NW
Tel: 202-628-2100
www.washingtoncourthotel.com

Comfort Inn – Downtown/Convention Center
1201 13th Street, NW
Tel: 202-682-5300
www.comfortinn.com

Holiday Inn – White House/Central
1501 Rhode Island Avenue, NW
Tel: 202-483-2000
www.holidayinn.com

Hyatt Regency Washington
400 New Jersey Avenue, NW
Tel: 202-737-1234
www.hyatt.com

Phoenix Park Hotel
520 North Capitol Street, NW
Tel: 202-638-6900
www.phoenixparkhotel.com

The Hotel George
15 E Street, NW
Tel: 202-347-4200
www.hotelgeorge.com

Red Roof Inn Washington, DC
500 H Street, NW
Tel: 202-289-5959
www.redroof.com

L'Enfant Plaza Hotel
480 L'Enfant Plaza, SW
Tel: 202-484-1000
www.lenfantplazahotel.com

Hotel Harrington
436 11th Street, NW
Tel: 202-628-8140
www.hotel-harrington.com

JW Marriott Hotel Pennsylvania Avenue
1331 Pennsylvania Ave, NW
Tel: 202-393-2000
www.jwmarriottdc.com

Washington Marriott at Metro Center
775 12th Street, NW
Tel: 202-737-2200
www.marriottmetrocenter.com

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Draft Schedule of Events

Saturday, April 18, 2009

- 8:00 A.M. – 12:00 P.M. Sign-in and Set-up for P3 Teams and Exhibitors
- 12:00 P.M. – 5:00 P.M. Exhibits/Demonstrations and P3 Team Projects Open to the Public, Judging of P3 Team Projects

Sunday, April 19, 2009

- 9:00 A.M. – 5:00 P.M. Exhibits/Demonstrations and P3 Team Projects Open to the Public, Judging of P3 Team Projects

Monday, April 20, 2009

- 9:00 A.M. – 3:00 P.M. Exhibits/Demonstrations and P3 Team Projects Open to the Public
- 3:00 P.M. – 4:30 P.M. Exhibit Tear Down
- 4:30 P.M. – 6:30 P.M. Time available to change clothes and eat a quick dinner
- 6:30 P.M. – 9:30 P.M. P3 Awards Ceremony and Reception – *Exhibitors Welcome*

NOTE: Exhibitors and P3 Teams will be on their own for all meals.

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Frequently Asked Questions

What is the closest Metro stop to the Expo? Federal Center SW (Blue/Orange Line) is approximately 0.5 miles or 3 blocks south of the Expo site. Judiciary Square (Red Line) is approximately 0.5 miles or 4 1/2 blocks north of the Expo site. The Archives/Navy Memorial/Penn Quarter stop (Yellow/Green Line) is approximately 0.6 miles or 5 blocks northwest of the Expo site. Go to http://www.wmata.com/maps/metro_rail_street_map.cfm to view the Metro map on top of the DC street map.

Will food be provided? Exhibitors will be on their own for all meals. Drinking water in large jugs will be available. We ask that exhibit staffers bring their own reusable water bottles. The National Park Service does not allow the sale of food on the National Mall, so the nearest place to purchase drinks and snacks will be the Smithsonian Museums or street vendors. Exhibitors may wish to bring coolers or snacks with them. To minimize damage to the National Mall, ice from coolers should be dumped into the storm drains, not on the grass. Trash and recycling receptacles will be provided to dispose of wrappers or containers. Glass containers are not permitted on the National Mall grounds.

What will our 10' x 10' exhibit space look like? The backdrop of your exhibit area will be pipe and drape; there will be no partitions between the exhibits on the sides. Wind at this event has historically been a problem, so consider bringing items to secure your pop-up or table-top exhibit. Viewing pictures from the last four events at www.epa.gov/p3 may help you visualize the exhibit area. Note P3 Teams will have posterboards, but exhibitors will only have the pipe and drape.

Will electricity be provided? Electricity will not be provided at each exhibit space. We may be able to accommodate special requests for electricity from exhibitors if it is crucial to the success of your exhibit. To request electricity, contact Jennifer Legge (Jennifer.Larkin.Legge@saic.com).

Can I leave items in the tent overnight? The tent will have 24-hour National Park Police security; however, it is a public location. Participants are advised not to leave valuables unattended or in the tents overnight.

Is there wireless Internet access? None has been provided, but you may be able to find a network by chance.

Is water available on the National Mall? Drinking water in large jugs will be provided, but there is no running water on the National Mall. If your exhibit or demonstration requires a significant amount of water, you should plan ahead and bring it with you to the event.

Who do we contact about a special need? We will do what we can to accommodate special circumstances or help you find local resources. Please contact Jennifer Legge (Jennifer.Larkin.Legge@saic.com) to discuss your needs.

Can we ship exhibit materials to the Expo? Because the Expo is on the National Mall, you will not be able to ship materials. If you need to send materials from out of town, you should ship them to your hotel and arrange for transport from the hotel to the Expo.

What are the procedures for drop-off and pick-up of exhibit materials? A few weeks prior to the event we will send you detailed arrival and set up procedures. However, you should be aware that vehicle access to the National Mall grounds is prohibited. In the event that you require a vehicle to transport your items to the Mall area, nearby street parking, which is approximately 50 yards away from the tent, may be utilized for unloading. We encourage participants to use the street parking only temporarily for unloading of materials. To avoid ticketing, please do not leave vehicles in these restricted parking areas unattended.

Where can I park? No event parking is provided. It is the responsibility of each exhibitor to find parking themselves. Public parking garages in downtown DC are very expensive (approximately \$25 per day), so plan accordingly. A few public parking locations are listed below. This list is not all inclusive and you may find better parking on your way to these locations.

6th Street and Maryland Avenue, SW
400 Virginia Avenue, SW
51 Louisiana Avenue, NW

500 C Street, SW
409 3rd Street, SW
122 C Street, NW

How many copies of handouts should I bring? In the spirit of sustainability, we ask that you do not bring an excessive number of handouts for distribution at the event. We suggest that you bring approximately 100 copies of handouts, as well as business cards or small items with your web site address, so that participants can view materials electronically. Although many people will stop at your exhibit space, most will not take your brochures. We also ask that you plan to take any undistributed materials with you after the event.

What should we wear? Considering that the event will be outdoors, the dress code is casual. For example, the event staff will likely wear khaki pants and long sleeve collared shirts. The temperature in the Washington, DC area varies dramatically in April. An average day is likely to be in the 50s, but we suggest that you refer to updated forecasts closer to the event date. More formal clothes are recommended for the awards ceremony and reception.

Can I attend the P3 Award Ceremony and Reception? All P3 team members are required to attend (and arrive on time). Exhibitors are welcome and encouraged to attend.

**ASSUMPTION OF RISK, RELEASE OF LIABILITY
AND HOLD HARMLESS AGREEMENT
WHILE EXHIBITING AT THE NATIONAL SUSTAINABLE DESIGN EXPO**

In consideration of the opportunity afforded to me to participate in the National Sustainable Design Expo sponsored by the United States Environmental Protection Agency (“EPA”) and coordinated by Science Applications International Corporation (“SAIC”), I freely and voluntarily make the following statements and releases which I understand are legally binding.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY

I understand that participation in the National Sustainable Design Expo is voluntary and may expose me to the risk of bodily injury. I acknowledge such risk and assume full responsibility and risk for any injury or damage sustained, directly or indirectly, from participating in the National Sustainable Design Expo and agree to hold SAIC harmless from any and all claims and damages, including attorneys' fees, filed against SAIC from such participation.

I further understand and agree that SAIC is not responsible for any loss, theft or damage to my personal belongings while participating in the National Sustainable Design Expo and I assume full responsibility and risk for any such loss, theft or damage.

IT IS MY INTENTION BY SIGNING THIS DOCUMENT TO EXEMPT AND RELIEVE SAIC FROM ALL LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE SUSTAINED BY PARTICIPATING IN THE NATIONAL SUSTAINABLE DESIGN EXPO.

In consideration for permission to allow me to participate in the National Sustainable Design Expo, I fully release and forever discharge SAIC and its related entities, and their officers, directors, insurers, employees and agents, and related entities from any and all claims, liability and damages of any kind, known or unknown, which are related in any way to my participation in the National Sustainable Design Expo, including, but not limited to claims for personal injury and damage to property. I understand and agree that the above waiver includes, but is not limited to, all medical expenses and consequential damages, including but not limited to attorneys' fees that may result from personal injury to me or damage to my property.

I HAVE CAREFULLY READ, FULLY UNDERSTAND AND VOLUNTARILY SIGN THE ABOVE RELEASE AND HOLD HARMLESS AGREEMENT. I UNDERSTAND THAT THIS IS A BINDING LEGAL DOCUMENT AND BY SIGNING IT I ACKNOWLEDGE THAT I WILL ASSUME ALL RISK AND RESPONSIBILITY ASSOCIATED WITH MY PARTICIPATION IN THE NATIONAL SUSTAINABLE DESIGN EXPO.

COMPANY/ORGANIZATION NAME

DATE

BY:

PARTICIPANT'S SIGNATURE

PARTICIPANT'S PRINTED NAME

DATE

BY:

PARTICIPANT'S SIGNATURE

PARTICIPANT'S PRINTED NAME

**ASSUMPTION OF RISK, RELEASE OF LIABILITY
AND HOLD HARMLESS AGREEMENT
WHILE EXHIBITING AT THE NATIONAL SUSTAINABLE DESIGN EXPO**

COMPANY/ORGANIZATION NAME (CONTINUED)

DATE

BY: _____
PARTICIPANT'S SIGNATURE

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NATIONAL SUSTAINABLE DESIGN EXPO MULTI-MEDIA RELEASE FORM

I hereby give the U.S. Environmental Protection Agency (EPA) permission to use photographs, videotapes or motion pictures, and sound recordings taken or recorded April 18-20, 2009, at the National Sustainable Design Expo and P3 Awards for non-profit governmental purposes, including but not limited to environmental education and awareness.

I understand that this permission includes, but is not limited to, publication of this material by EPA or other governmental or non-profit agencies in printed materials, television or radio broadcasts, or internet/intranet web sites. I also understand that government publications cannot be copyrighted and can be republished, adapted and used by anyone without permission and even for some commercial adaptations.

I further understand that I will not be compensated for such use.

COMPANY/ORGANIZATION NAME

DATE

BY: _____
PARTICIPANT'S SIGNATURE

PARTICIPANT'S PRINTED NAME

PARTICIPANT'S EMAIL ADDRESS

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NATIONAL SUSTAINABLE DESIGN EXPO MULTI-MEDIA RELEASE FORM

COMPANY/ORGANIZATION NAME (CONTINUED)

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