**8th Annual HazMat Training Workshop Planning Committee Meeting**

**Mill Creek Fire Station**

**3808 Kirkwood Highway**

**Marshallton, DE 19808**

**Wednesday, March 4, 2015**

**2:30 PM – 4:00 PM**

**Agenda**

1. Introductions
2. Meeting agenda approval
3. Previous meeting minutes approval
4. Review status of action items from 2/12/15 meeting
5. Sponsor/Exhibitor Participation Status
6. Securing Sponsor camera ready logos
7. Exhibitor Requirements
8. AV requirements
9. 31st CST Participation
10. Presenters’ contract update
11. Agree Workshop Promotional Items
12. Agree Plaque wording and design
13. Banner
14. Registration Status
15. Resources needed to stuff bags and handle registration process Friday and Saturday
16. AOB