APPLICATION FOR EXHIBIT SPACE
34th Annual International Test & Evaluation Symposium

October 2-5, 2017 ~ Hyatt Regency ~ Reston, Virginia
www.itea.org/symposium ~ Email: *Symposium@itea.org*

Organization Name_____ Exhibit Contact Name_____

Address_____ Title_____

_____ Email_____

_____ Phone_____

_____ Fax _____

Web Site_____ Signature_____

We hereby make application to rent exhibit space at the 34th International Test & Evaluation Symposium.

(NOTE: Tutorial registration is not included in the booth package.)

Booth Package (1)	8x10 (5)	8x20 (6)	16x20 (7)
ITEA Corporate Member (2), Government Agencies, and Military Organizations	☐ **$2,800**	☐ **$4,200**	☐ **$7,000**
LARGE Non-ITEA Corporate Member (3) (50+ Employee Organizations)	☐ **$4,300**	☐ **$6,450**	☐ **$10,750**
SMALL Non-ITEA Corporate Member (4) (<50 Employee Organizations)	☐ **$3,600**	☐ **$5,400**	☐ **$9,000**

NOTES:

1. Each booth package one electrical outlet (5-10 amps 110 power), a 6' table, two chairs, wastebasket, and a company description on the ITEA Web site and in the *Symposium Program Guide*. The description should be no longer than 50 words and it can describe your organization, its products, and/or services. Email this information to Symposium@itea.org.
2. Active ITEA Corporate Membership required as of exhibit application submission date.
3. Includes a one-year ITEA Corporate Membership with 5 individual memberships.
4. Includes a one-year ITEA Corporate Membership with 3 individual memberships.
5. 8x10 Booth Package includes two (2) full Symposium registrations, and a quarter-page ad in both the *Symposium Program Guide* and the September 2017 issue of *The ITEA Journal of Test and Evaluation*.
6. 8x20 Booth Package includes four (4) full Symposium registrations, and a half-page ad in both the *Symposium Program Guide* and the September 2017 issue of *The ITEA Journal of Test and Evaluation*.
7. 16x20 Booth Package includes eight (8) full Symposium registrations, and a full-page ad in both the *Symposium Program Guide* and the September 2017 issue of *The ITEA Journal of Test and Evaluation*.

Booth Selection – Please indicate your preferred exhibit booth locations.
NOTE: Both space is assigned on a First-Come, First-Served basis.

1._____ 2._____ 3._____ 4._____

Special Requirements – Packages one electrical outlet with 5-10 amps 110 power. Additional requirements may be indicated below and will be billed at exhibitor's expense.

☐ Number of outlets: _____ How many amps will your system consume? _____

☐ Special Connectors Required_____

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Exhibit Rental Fee

Booth Rental: $_____

Deposit (50%) of Rental: $_____

Balance Due Within 30 Days of Receipt of Invoice

Payment Information

☐ Check Enclosed ☐ PO Number_____

☐ VISA ☐ MasterCard ☐ American Express

Card No.:_____

Expiration Date:_____ Security Code:_____

Name on Card:_____

Signature:_____

Booth Personnel

Packages include two full registrations per 8x10 booth space. Include additional sheets for booths larger than 8x10.
NOTE: Tutorial registration is separate and not included.

Name_____	Name_____
Title_____	Title_____
Company_____	Company_____
Street Address_____	Street Address_____
Mail Stop/Bldg_____	Mail Stop/Bldg_____
City/State/Zip_____	City/State/Zip_____
Cell Phone_____	Cell Phone_____
Fax_____	Fax_____
Email_____	Email_____
Web Site_____	Web Site_____

Payment for Space/Cancellation Policy

Under the terms of the contract, the exhibitor agrees to pay fifty percent (50%) of the total fee with this application, and further agrees to submit to ITEA the balance due upon receipt of statement but in no case later than **30 Days after Receipt of Invoice**. It is understood that failure by the exhibitor to remit outstanding balance due ITEA by said date shall render all exhibit agreements between the exhibitor and ITEA invalid and shall constitute forfeiture of all monies paid under terms of the contract. An exhibitor who cancels all or part of reserved booth space prior to **June 30, 2017** will forfeit fifty percent (50%) of **June 30, 2017**.

Exhibit applications received within 60 days of the event start date must include full payment. We understand this application becomes a contract when signed by us and accepted by ITEA. In compliance with the requirements set forth by the International Test and Evaluation Association, we certify that we are Equal Opportunity Employers. We have read and agree to abide by all rules, regulations, requirements and conditions outlined in the contract and exhibitor prospectus. ***Contracts received without payment will not be assigned a booth space until the 50% deposit is received. Exhibitors not paid in full 30 days after receipt of invoice will be removed from the floor plan until the deposit is received.***

Exhibit Contact:

James Gaidry, Executive Director
703.631.6220 (Phone)
703.631.6221 (Fax)
jgaidry@itea.org (Email)

Mail or Fax Contract/Payment to:

International Test and Evaluation Association (ITEA)
4400 Fair Lakes Court, Suite 104
Fairfax, VA 22033
703.631.6221 (Fax)