



WELCOME EXHIBITOR

On behalf of Workshop's Program Chair, Charles Garcia and the ITEA Board of Directors, we would like to thank you for generous contribution to the success of this year's Workshop by Exhibiting in El Paso. This is a quick look at a few things we thought you might find useful. Print it out!

Please submit items 1-4 no later than 1 June to Lena@itea.org

1. A high resolution EPS or JPG logo

Due to acquisitions and rebranding, we want to make sure we put your best foot forward with your latest and greatest logo.

2. A 50 word company description

Please include in a Word document a point of contact name, phone, and email to be printed in the program guide at the symposium.

3. An Ad for the program guide

Single Table Top = ¼ page Ad

Double Table Top = ½ page Ad

AD DETAILS

Horizontal format

1/2 page ads = 6 1/2" wide x 4 1/8" deep.

Vertical format

1/4 page ads = 3" wide x 4 1/8" deep.

We recommend a 1pt rule around the ad to frame the ad.

Graphics should be a minimum of 300 dots per inch.

Formats: We accept PDF, TIFF, JPEG or EPS formats for both MAC and PC platforms. All fonts must be embedded in the Ad.

4. List of Complimentary Attendees

Single Table-Top. Your company receives 1 full registration. Additional booth personnel will be required to register as well and pay a fee of \$100 to cover the cost of lunch, breaks and the reception. You can either do this for each individual or on one sheet. *If we can get the names in advance, it will help with the registration process and head-count for our food and beverage.*

Double Table-Top. Your company receives 2 full registrations. And the same costs and instructions for additional booth personnel applies as above.

5. Shipping & Receiving

The Radisson has graciously agreed to receive your booth for free. You may also hand carry your booth. Please ship your booth to:

[Radisson Hotel El Paso Airport](#)

Attention: Danielle Adams, General Manager

ITEA Conference

1770 Airway Blvd.

El Paso, TX 79925

Phone: 915-772-3333

6. **Venue**

[Radisson Hotel El Paso Airport](#)

1770 Airway Blvd.

El Paso, TX 79925

Phone: 915-772-3333

ITEA is pleased to offer a special below government per diem rate of \$98 per night. This property is the host hotel and when making your reservation you must indicate you are with the ITEA workshop. To receive the special rate call 915-772-3333 or click the Radisson link above to book your reservation by June 21, 2021. *Be sure to use group code **ITEAW** for \$98 rate.*

7. **Exhibit Hours**

Tuesday, July 13th – 8:00am – 5:30pm, *Exhibitor Set-up*

Wednesday, July 14th – 9:00am – 6:00pm (Networking Reception 6:00-8:00pm)

Thursday, July 15th – 9:00am – 4:00pm

Thursday, July 15th – 4:00pm – 8:00pm, *Exhibitor Move-out*

We look forward to seeing you in El Paso. Please let us know how we can make this event one of the best for you and your organization. I am here to help in any way.

Kind regards,

Lena Moran
ITEA Events Director
951-219-4817 (cell)
Lena@itea.org