

**Multi-Domain Workshop**

Ventura Beach Marriott

July 18-20, 2023

**WELCOME EXHIBITOR**

On behalf of the Workshop committee 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. This is a quick look at a few things we thought you might find useful.

**Please submit the following to** **Lena@itea.org** **by May 29th to be included in the printed program:**

1. **A high resolution EPS logo *(or any scalable formatted logo)***

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

1. **A 50 word company description**

Please include in a ***W*ord** document a point of contact name, phone, and email to be printed in the program guide at the workshop.

1. **An Ad for the program guide**

10x10 Booth ¼ page Ad

10x20 Booth ½ page Ad

|  |  |  |  |
| --- | --- | --- | --- |
| **AD DETAILS**  | We recommend a 1pt rule around the ad to frame the ad. |  |  |
| Quarter Page | Graphics should be a minimum of 300 dots per inch. |  |  |
| 3.5”W X 2.2”H | Formats: We accept PDF, TIFF, JPEG or EPS formats for both  |  |
| Half Page | MAC and PC platforms. All fonts must be embedded in the Ad. |  |  |  |
| 3.5”W X 4.375”H |  |  |  |  |  |  |  |  |

1. **List of Complimentary Attendees**

**Single Space**. Your company receives 2 full registrations. Any other additional booth staff will be required to register.

**Double Space.** Your company receives 3 full registrations. And the same costs and instructions for additional booth personnel applies as above.

1. **Booth Includes**Each single space will include a 6-ft skirted table, 2 chairs and wastebasket. The hotel will allow vendors to utilize their own power strips and extension cords to connect to power. If you would like for the hotel to supply those, they can be ordered directly from the hotel. **Please contact Jason at** Jason.Belter@marriott.com **to order power.**
2. **Shipping & Receiving**

The hotel does not have the capacity to receive large boxes. We are exploring other options for storage and will update this information once available.

1. **Venue**
[Ventura Beach Marriott](https://www.marriott.com/event-reservations/reservation-link.mi?id=1677963178949&key=GRP&app=resvlink)
2055 E. Harbor Blvd.
Ventura, CA 93001
Phone: (805) 643-6000

ITEA is pleased to offer the government per diem rate of $182 per night and includes free wifi for Marriott Bonvoy Members. This property is the host hotel and when making your reservation you must indicate you are with the **ITEA MDO Workshop.** To receive the special rate call 805-643-6000 or [reserve online](https://www.marriott.com/event-reservations/reservation-link.mi?id=1677963178949&key=GRP&app=resvlink) to book your reservation by **Friday, June 16th.**

1. **Exhibit Hours *(Hours are flexible but your booth should be fully manned during breaks)***Tuesday, July 18th – 8:00am – 5:00pm, *Exhibitor Set-up*
Wednesday, July 19th – 8:00am – 5:30pm (Reception in Monarch Ballroom 5:30-7:00pm)

Wednesday, July 19th – 9:30am – 10:00am/3:00pm – 3:00pm, *Break*

Thursday, July 20th – 8:00am – 3:30pm

Thursday, July 20th – 10:30am – 11:00am/3:30pm – 4:00pm, *Break*
Thursday, 20th – 4:00pm – 7:00pm, *Exhibitor Move-out*

We look forward to seeing you! 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