

**T&E Support to Prototyping and Experimentation**Albuquerque, NM

Jan 30 – Feb 2, 2023

**WELCOME EXHIBITOR**

On behalf of the International Test & Evaluation Association and the Directed Energy Professional Society, we would like to thank you for generous contribution to the success of this year’s Conference by Exhibiting in Albuquerque. This is a quick look at a few things we thought you might find useful.

Please submit items 1-3 no later than 3 January 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.

1. **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.

1. **An Ad for the program guide (4 color)**

Single Table Top = ¼ page Ad

Double Table Top = ½ page Ad

|  |  |  |  |
| --- | --- | --- | --- |
| AD DETAILS  | We recommend a 1pt rule around the ad to frame the ad. There is no bleed. |  |  |
| **Half Page** | Graphics should be a minimum of 300 dots per inch. |  |  |
| 5.5” x 4” set landscape | Formats: We accept EPS or PDF in CMYK.  |  |
| **Quarter Page** | MAC and PC platforms. All fonts must be embedded in the Ad. |  |  |  |
| 2.75” x 4” set portrait |  |  |  |  |  |  |  |  |

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 booth will include a 6’ skirted table, two chairs, and wastebasket. Power can be ordered directly from the hotel. **Please contact** Lena@itea.org **for more information.**
2. **Venue**
[Albuquerque Marriott Pyramid North](https://www.marriott.com/event-reservations/reservation-link.mi?id=1665439802532&key=GRP&app=resvlink)

5151 San Francisco Rd NE

Albuquerque, NM 87109

Phone: 505-821-3333

ITEA is pleased to offer a special rate of $121 per night for Sunday – Thursday. This property is the host hotel and when making your reservation you must indicate you are with the ITEA/DEPS workshop. To receive the special rate call 505-821-333 or click the link below to book your reservation by January 9th. [**Online Reservations.**](https://www.marriott.com/event-reservations/reservation-link.mi?id=1665439802532&key=GRP&app=resvlink)

1. **Exhibit Hours *(Hours subject to change)***Monday, January 30th – 12:00pm – 6:00pm, *Exhibitor Set-up*
Tuesday, January 31st – 7:00am – 5:00pm (5:30-7:30pm)

Wednesday, February 1st – 7:00am – 4:00pm
Wednesday, February 1st – 4:00pm – 6:00pm, *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