

**Test Instrumentation Workshop**

Tuscany Suites ~ Las Vegas, NV

May 22-25, 2023

**WELCOME EXHIBITOR**

On behalf of the Test Instrumentation 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 in Las Vegas. This is a quick look at a few things we thought you might find useful.

**Please submit the following to** [**Lena@itea.org**](mailto:Lena@itea.org) **by April 6th 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

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| **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 |  |  |  |  |  |  |  |  |
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**EXHIBITOR SERVICES**Our Tradeshow vendor for this event is Viper Tradeshow Services. The exhibitor kit will be posted to the itea.org website as soon as it is available.

**EXHIBIT SET-UP**

* Monday, 22 May 1:00pm – 5:00pm
* Tuesday, 23 May 8:00am – 11:00am

**EXHIBIT HOURS**

* Tuesday, 23 May 1:00pm – 5:00pm
* Wednesday, 24 May 9:00am – 5:00pm/ 5:00 – 7:00pm Reception
* Thursday, 25 May 9:00am – 4:00pm

**EXHIBIT TEAR-DOWN**

* Thursday, 25 May 4:00pm – 8:00pm

*Our last break will be 3:30 – 4:00pm. Please do not break down before 4pm.*

**ACCOMMODATIONS**

The Tuscany Suites, 255 East Flamingo Rd, Las Vegas, NV 89169.

ITEA is pleased to offer a special below government per diem rate of $89 per night for Monday – Thursday plus no resort fees. 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 702-893-8933 or click the link below to book your reservation by **April 25, 2023.** Book online at [https://www.tuscanylv.com](https://res.windsurfercrs.com/ibe/details.aspx?propertyid=16539&checkin=05/21/2023&group=2305ITEAWO&lang=en-us)

We look forward to seeing you in Las Vegas. 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 Event Director

[Lena@itea.org](mailto:Lena@itea.org)

951-219-4817