

**Cybersecurity Workshop**

Westin Virginia Beach Town Center

August 29-31, 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**](mailto:Lena@itea.org) **by July 10th 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 |  |  |  |  |  |  |  |  |

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. Power can be ordered directly from the hotel. **Please contact** [**Shanitra.Zirkle@westinvabeach.com**](mailto:Shanitra.Zirkle@westinvabeach.com) **to order power.**
2. **Shipping & Receiving**

The Westin has graciously agreed to receive your materials at a reduce cost. You may also hand carry your materials. Please use the shipping information below. \*\*\* Failure to address shipments in this fashion may result in loss or delay.

**TO:**  International Test & Evaluation Association (ITEA) ATTN: Lena Moran

c/o  THE WESTIN VIRGINIA BEACH TOWN CENTER

4535  Commerce Street

Virginia Beach, VA 23462

Hold for: ITEA Symposium August 27-30th

Box (es) \_\_\_\_\_\_\_ of \_\_\_\_\_\_ (Multiple Boxes MUST be numbered)

Convention Service Manager: Shanitra Zirkle

**Shipper’s Return Address:**

FROM: Shipper’s Name

              Address

              Telephone number (best contact number)

**Incoming package handling fees:**

0 – 5 pounds     $5.00 each

6 – 20 pounds   $10.00 each

21 – 50 pounds $15.00 each

Over 50 pounds $25.00 each

1. **Venue**  
   [Westin Hotel Town Center](https://www.marriott.com/event-reservations/reservation-link.mi?id=1679933646584&key=GRP&app=resvlink)

4535 Commerce St.  
Virginia Beach, VA  
Phone: 757-557-0550

ITEA is pleased to offer a government per diem rate of $222 per night. This property is the host hotel and when making your reservation you must indicate you are with the ITEA Cyber Workshop. To receive the special rate call 757-557-0550 or click the link below to book your reservation by **July 27th.** [**Online Reservations.**](https://www.marriott.com/event-reservations/reservation-link.mi?id=1679933646584&key=GRP&app=resvlink)

1. **Exhibit Hours *(Hours are flexible but your booth should be fully manned during breaks)***Tuesday, August 29th – 8:00am – 5:00pm, *Exhibitor Set-up*  
   Wednesday, August 30th – 8:00am – 5:00pm (Reception in Monarch Ballroom 5:00-6:30pm)

Wednesday, August 30th – 10:00am – 10:30am/2:30pm – 3:00pm, *Break*

Thursday, August 31st – 8:00am – 3:30pm

Thursday, August 31st – 10:00am – 10:30am/3:00pm – 3:30pm, *Break*  
Thursday, August 31st – 3:30pm – 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](mailto:Lena@itea.org)