



## WELCOME EXHIBITOR

On behalf of the symposium committee and the ITEA Board of Directors, we would like to thank you for generous contribution to the success of this year's symposium by exhibiting. This is a quick look at a few things we thought you might find useful.

**Please submit the following to [info@itea.org](mailto:info@itea.org) by November 4 – to exceptions to be included in the printed program:**

**1. A high resolution EPS or AI 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.

**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. NEW:**

**10x10 Space receives 12x12" Ad to be placed on a sign at the event**

**10x20 Space receives 13x13" Ad to be placed on a sign at the event**

### **Ad Requirements**

High Resolution 300 dpi (typical print resolution)

RGB or CMYK accepted

PDF or JPG made for print

Build to size 100%

No crop marks.

No bleed.

Please do not take your original ¼ page or ½ page Ad and increase the size – specifications are much different. **Send your Ad to: Linda Rapp ITEA's design partner, at [linda.rapp@gmail.com](mailto:linda.rapp@gmail.com).** Large files can be sent via free apps such as High Tail, WeTransfer, DropBox, etc.

**4. List of Complimentary Attendees**

**10x10 Space.** Your company receives 2 full registrations. Any other additional booth staff will be required to register and pay a nominal fee.

**10x20 Space.** Your company receives 3 full registrations. Any other additional booth staff will be required to register and pay a nominal fee.

**5. Booth Includes**

Each space will have pipe and drape and will include a 6-ft skirted table, 2 chairs and wastebasket. Power will be included.

**6. Exhibitor Services**

Our Tradeshow vendor for this event is Veal Tradeshow Services. The exhibitor kit will be posted to the [itea.org](http://itea.org) website. Shipping information provided.

7. **Venue**

[Hilton Sandestin Beach](#)

4000 Sandestin Blvd. S.

Miramar Beach, FL, 32550

Phone: (850) 267-9500

ITEA is pleased to offer a special government per diem rate of \$109 per night for Sunday – Thursday. This property is the host hotel and when making your reservation you must indicate you are with the **ITEA Symposium**. To receive the special rate call 850-267-9500 or click the link below to book your reservation by **November 15, 2023**. [Online reservations](#)

8. **Exhibit Hours** (*Hours are flexible but your booth should be fully manned during breaks*)

Tuesday, December 5<sup>th</sup> – 8:00am – 5:00pm, *Exhibitor Set-up*

Wednesday, December 6<sup>th</sup> – 8:00am – 5:30pm (Reception in Monarch Ballroom 5:30-7:00pm)

*Wednesday, December 6<sup>th</sup> – 10:15am – 10:45am/3:00pm – 3:30pm, Break*

Thursday, December 7<sup>th</sup> – 8:00am – 4:30pm

*Thursday, December 7<sup>th</sup> – 10:30am – 11:00am/4:00pm – 4:30pm, Break*

Thursday, December 7<sup>th</sup> – 4:30pm – 7:00pm, *Exhibitor Move-out*

**NOTE:** *Friday there is a plenary session from 9am – 11:30am. We hope you take advantage of an “Exhibit Free Friday” to join us for the closing plenary session. We also will have a golf tournament scheduled for Monday, December 4<sup>th</sup> and proceeds from this event will go toward the scholarship program for the Emerald Coast Chapter.*

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. We are here to help in any way.

Jenna Reza

703-631-6220

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



Event Planning Department

4000 Sandestin Boulevard South  
Destin, FL 32550

DIRECT: 850-267-9600  
FAX: 850-267-1816

## EXHIBITOR FACT SHEET

The Hilton Sandestin Beach Golf Resort & Spa is looking forward to having you with us. As an exhibitor, a number of guidelines are in place regarding Hotel Services as follows:

### **Electrical & Ancillary Services (Basic Electric is covered in your Booth costs)**

- Electrical service and other ancillary items such as internet connections and easels are not be included in your conference's exhibitor fees and may be rented through the Hotel on-site.
  - **NOTE: The Hilton Sandestin Beach does not accept prepaid forms for these items**
- **All charges will be applied the day of the Show and may be paid by credit card or room charge on-site. Receipts for charges are available upon request.**
- **For on-site requests, please contact Conference Services at Extension 3115.**

### **Outside Food & Beverage**

- Hilton Sandestin Beach Golf Resort & Spa's policy strictly prohibits alcoholic beverages to be brought onto the property from outside sources for any conference, event or function.
- Hilton Sandestin Beach enforces this policy for all functions on property including exhibit halls, hospitality suites, as well as beach tents and poolside cabanas.
- Any food and beverage needs are to be fulfilled only through Hilton Sandestin Beach's banquet services.
- **Please contact your Event Manager at 850-267-9600 for details and menus.**

### **Package Shipping, Receiving, Storage and Delivery**

- Please make sure any packages or materials shipped to the hotel are properly labeled to ensure prompt delivery. The name of the guest receiving the shipment should be clearly marked:

**HILTON SANDESTIN BEACH GOLF RESORT & SPA**  
**4000 Sandestin Boulevard South**  
**Miramar Beach, FL 32550**  
**ATTN: Name of Person the package(s) should be directed**  
**Company Name**  
**Arrival Date**

- Guest must be present to receive and sign for all deliveries.
- \$15.00 per box receiving/handling charge will apply to all boxes delivered to or picked up from meeting rooms.
- \$150.00 per pallet per move will apply to all pallets delivered to or picked up from meeting rooms.
- Due to limited storage space at the Hotel, there is a \$5.00 per package per day storage fee for items received more than three days prior to arrival.
- All materials will be delivered directly to the exhibit hall on the conference exhibit set-up date and cannot be left in the loading dock or service hall areas. If storage is required please contact the Bellstand at Extension 40.
- Additional labor charges will be incurred up to \$25.00 for shrink wrapping per pallet, packaging, taping, addressing, and/or providing boxes to be shipped. (NOTE: Federal Express and UPS shipping labels are available upon request.)
- In case of missing shipments, please be prepared to provide tracking numbers.
- The Hilton Sandestin Beach Golf Resort & Spa is not responsible for any materials left in in function rooms. All items must be cleared from the meeting space at the conclusion of the event.
- **For advance receiving/handling arrangements, please contact Guest Services at 850-267-9500 or Michael Kaushagen [mkaushagen@hiltonsandestinbeach.com](mailto:mkaushagen@hiltonsandestinbeach.com)**
- **For on-site assistance with all packages and box deliveries, please contact the Bellstand at Extension 40.**

NOTE: If applicable, all exhibit/trade show shipments should be referred to the Conference's contracted exhibit/drayage company.