

**39th International Test & Evaluation Symposium**

Virginia Beach, VA

September 27-30, 2022

**WELCOME EXHIBITOR**

On behalf of Symposium Chair, Erwin Sabile 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 in Virginia Beach. This is a quick look at a few things we thought you might find useful. Print it out!

Please submit items 1-4 no later than 8 August 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 at the symposium.

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

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. |  |  |
| Half Page | Graphics should be a minimum of 300 dots per inch. |  |  |
| 3.5” W x 4.375” H | Formats: We accept PDF, TIFF, JPEG or EPS formats for both  |  |
| Quarter Page | MAC and PC platforms. All fonts must be embedded in the Ad. |  |  |  |
| 3.5” W x 2.2” H |  |  |  |  |  |  |  |  |

1. **Pull-Up Banner:** Layout Size 34” x 89.5” (includes .25” bleed on top, left, right, plus 6” at bottom to wrap around roller. Finished size 33.5” x 83.25”. See template for more information.
2. **List of Complimentary Attendees**

**Single Space**. Your company receives 1 full registration. Any other additional booth staff will be required to register.

**Double Space.** Your company receives 2 full registrations. And the same costs and instructions for additional booth personnel applies as above.

1. **Booth Includes**Each single space will include a tall-boy table, two tall chairs, pull-up banner and wastebasket. A double space will also include a living room style seating. Power can be ordered directly from the hotel. **Please contact** **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 September 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=1636734605167&key=GRP&app=resvlink)

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

ITEA is pleased to offer a special below government per diem rate of $106 per night. 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 757-557-0550 or click the link below to book your reservation by August 26, 2022. [**Online Reservations.**](https://www.marriott.com/event-reservations/reservation-link.mi?id=1636734605167&key=GRP&app=resvlink)

1. **Exhibit Hours *(Hours are flexible but your booth should be fully manned during breaks)***Tuesday, September 27th – 8:00am – 5:00pm, *Exhibitor Set-up*
Wednesday, September 28th – 8:00am – 5:00pm (Reception in Monarch Ballroom 5:00-6:00pm)

Wednesday, September 28th – 10:00am – 10:30am/2:45pm – 3:15pm, *Break*

Thursday, September 29th – 8:00am – 4:30pm

Thursday, September 29th – 10:00am – 10:30am/4:00pm – 4:30pm, *Break*
Thursday, September 29th – 4:30pm – 8:00pm, *Exhibitor Move-out*

***NOTE****: Friday there is a plenary session from 9am – 11:30am and a US Coast Guard Station and Cutter tour at 1pm. We hope you take advantage of an “Exhibit Free Friday” to join us for the closing plenary session and tours.*

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