



WELCOME EXHIBITOR

On behalf of Workshop's Program Chair, Charles Garcia 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 El Paso. 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 20 June 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.

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. An Ad for the program guide

Single Table Top = ¼ page Ad

Double Table Top = ½ page Ad

AD DETAILS

Horizontal format

1/2 page ads = 6 1/2" wide x 4 1/8" deep.

Vertical format

1/4 page ads = 3" wide x 4 1/8" deep.

We recommend a 1pt rule around the ad to frame the ad.

Graphics should be a minimum of 300 dots per inch.

Formats: We accept PDF, TIFF, JPEG or EPS formats for both MAC and PC platforms. All fonts must be embedded in the Ad.

4. List of Complimentary Attendees

Single Table-Top. Your company receives 1 exhibit hall registration. If the booth staff would like to be able to attend the technical events, they can upgrade for only \$200. Any other additional booth staff will be required to register.

Double Table-Top. Your company receives 2 exhibit hall registrations. And the same costs and instructions for additional booth personnel applies as above.

5. Booth Includes

Each booth will include 6' skirted table, 2 chairs, and wastebasket. Power can be ordered directly from the hotel. Please contact Victor.Salas@radissonamericas.com to order power.

6. Shipping & Receiving

The Radisson has graciously agreed to receive your booth for free. You may also hand carry your booth. Please ship your booth to:

[Radisson Hotel El Paso Airport](#)

Attention: Danielle Adams, Director of F&B

1770 Airway Blvd.

El Paso, TX 79925

Phone: 915-772-3333

7. Venue

[Radisson Hotel El Paso Airport](#)

1770 Airway Blvd.

El Paso, TX 79925

Phone: 915-772-3333

ITEA is pleased to offer a special below government per diem rate of \$98 per night. 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 915-772-3333 and use group code ITEA22 or click the Radisson link below to book your reservation by June 27, 2022. [Online Reservations.](#)

8. Exhibit Hours

Tuesday, July 19th – 8:00am – 5:30pm, *Exhibitor Set-up*

Wednesday, July 18th – 9:00am – 5:00pm (Networking Reception 5:00-7:00pm)

Thursday, July 19th – 9:00am – 4:00pm

Thursday, July 19th – 4:00pm – 8:00pm, *Exhibitor Move-out*

We look forward to seeing you in El Paso. 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