

Exhibitor Information

Exhibitor Registration

Each exhibiting company may register up to two (2) employees per 10 x 10 booth. ITEEA will charge the exhibiting company a fee of \$500 for each additional registration. Badges allow exhibitors to attend sessions and workshops, except those that require additional fees.

Decorator

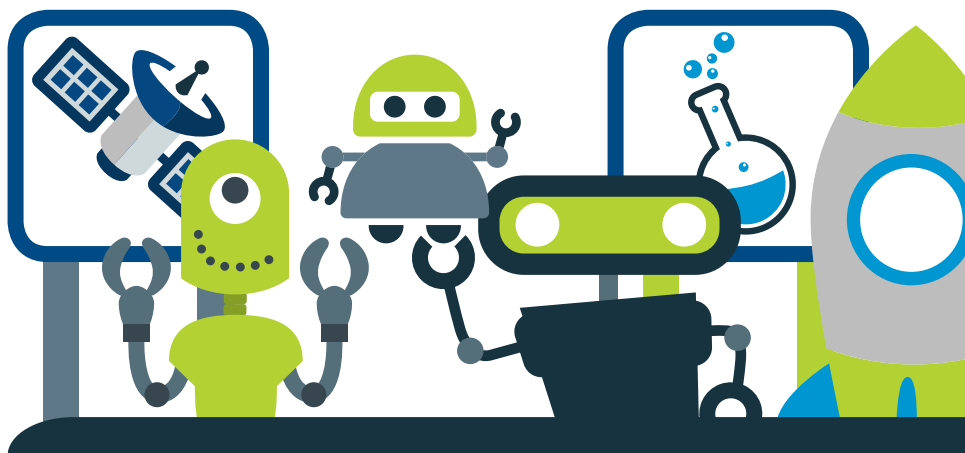
ITEEA's official decorator (general service contractor) is Fern Exposition. The Service Kit with all relevant operational details and information, furniture, shipping, staffing, utilities, etc. will be sent prior to the conference, and online ordering will be available at www.fernexpo.com.

Location and Housing

The official location of ITEEA's 2019 Conference: Sheraton and Westin Kansas City at Crown Center.

Housing information will be available on the ITEEA website at www.iteea.org in the fall of 2018.

Payment Policy: A 50% nonrefundable deposit is required with exhibitor applications by December 1, 2018 with balance due in 30 days. Applications submitted after March 1 require payment in full. All cancellations must be requested in writing and received by ITEEA by March 1. After that date, no refunds will be awarded and payment is due in full, regardless of ability to resell cancelled booth. Upon cancellation, exhibitor relinquishes all benefits.



Booth Rental Includes:

- Two **complimentary** exhibitor registrations per each 10' x 10' booth.
- **FREE** listing on the ITEEA website with a direct link to your website.
- **FREE** editable company profile and products/services listed on Conference Mobile App.
- A standard 8' high back drape, 3' high side rails, and 44" x 7" identification sign.
- **ADMISSION** to all general sessions and professional development learning sessions (excluding invitation-only or separately ticketed events), provided that your booth is staffed during expo hours.
- Exhibit hall security guards (not booth-specific).
- **Complimentary** listing in the Advance Program if contract is received by October 15, 2018. Listing includes company name and website.
- **Complimentary** listing in the Final Program if the contract is received by January 20, 2019. Listing includes company name, website address, and company description.
- Use of the ITEEA Annual Meeting logo, with ITEEA prior approval, to promote your company's presence at the convention.
- **Access** to the Exhibitor Lounge with complimentary refreshments.
- **Complimentary** preshow or post-show attendee list.
- **Complimentary** listing in the December/January issue of *Technology and Engineering Teacher* if contract is received by October 15, 2018. Listing includes company name, website address, and company description.