

EXHIBIT INFORMATION
2010 MID-YEAR TRAINING
Sunday, April 25-Tuesday, April 27
Sheraton Phoenix Downtown Hotel
PHOENIX, ARIZONA

Supplier Registration

To register, you may use the registration form included in your packet or download the form from the website and send the completed form to the ITRA Office as per the instructions on the form. Check the appropriate place on the form if you will be exhibiting. As always, there is no set up fee.

Displays

Display space is limited and will be assigned on a first come, first serve basis. Exhibits will be table top displays. Space will include one 6' x 30" table, two chairs, access to power and trash containers. There are no panels or walls to separate exhibits. If you have other requirements or questions, please contact the ITRA Office at 800-477-7843 before April 2, 2010.

Exhibit Set Up

The Supplier Exhibit and Cocktail Reception will be held in Encanto AB on Sunday, April 25 from 6:00pm-9:00pm. Exhibits will be displayed around the perimeter of the room with two beverage stations. Seating areas and food stations will be in the middle of the room.

- Exhibits can be set up on Sunday, April 25 between 2:00pm and 5:30pm.
- Exhibits must be taken down immediately following the Welcome Reception.

All incoming packages should be addressed to:

Sheraton Phoenix Downtown Hotel
340 North 3rd Street
Phoenix, AZ 85004
Attn: <Your Name>, c/o Shoshanna Reifman
ITRA Meeting, April 25-27

If you ship exhibit materials to the hotel, your package will be delivered to the Encanto Room. A fee may be applied to your room portfolio as a pickup fee for outgoing shipping on Monday. You may store outgoing packages in the Encanto Room on Sunday evening, to be shipped out by the Hotel on Monday, April 26. **All outgoing packages must be pre-labeled with your own shipping labels (FedEx, UPS, DHL, etc.) and your Company's appropriate account number for billing on each package.** There is also a Fed Ex Kinko's on the second floor of the Hotel if you care to ship your items home yourself.

Because there is limited storage space, packages can be accepted no earlier than Wednesday, April 21.

ITRA Office:
PO Box 190 • Hogansville, GA 30230
Tel: 800-477-7843 • Fax: 706-637-8875
Email: suzette_evans@bellsouth.net • www.itra.us