



We are pleased to announce that the 2016 ITE-IMSA Annual Spring Conference will be held March 1-3, 2016 at the Embassy Suite – Phoenix/Scottsdale.

Conference activities begin on Tuesday with the annual golf and tennis tournaments. Technical sessions begin on Wednesday with the annual dinner Wednesday evening. Technical sessions continue on Thursday.

Reservations for exhibit space will be allocated on a first come first served basis using the on-line registration form. The cost for one booth is \$900 and two booths is \$1600. The sign up for golf or tennis as well as many sponsorship opportunities are also included in the on-line registration form. To register, please use this [link](#).

Vendor set-up is Tuesday from 8:00 am to 5:00 pm and teardown is Thursday from 10:30 am to noon and 1:30 to 3:00 pm.

Payment can be made directly on-line, however, if you prefer to pay by check; make it payable to **ITE-IMSA Spring Conference** and mail to (note that if you pay by check, your exhibit space is not reserved until payment is received)

AYRES ASSOCIATES
Attn: DAN HARTIG
60 E Rio Salado Pkwy, Suite 900
TEMPE, AZ 85281

Note that power is not provided to exhibit spaces. If power or audio visual support is needed, please complete the attached form and send directly to the Embassy Suites with payment.

We are requesting door prize donations for the Wednesday evening social and dinner. Thank you in advance for any donations that you can provide!

Please contact Kimberly.konte@nov.com if any questions arise.

The ITE-IMSA Spring Conference Committee thanks you for your participation and continued support!

Please join us!
March 1-3, 2016

NEW LOCATION!

Embassy Suites – Phoenix-Scottsdale
4415 E. Paradise Village Pkwy South
Phoenix, AZ 85032
in association with Stonecreek Golf club

HOTEL ACCOMODATIONS

Embassy Suites
4415 E Paradise Village Pkwy,
Phoenix, AZ 85032

\$198++ if booked by November 23rd (there are significant rate increases for booking after this date)

To book one or two nights: Email Shakiera.Helenic@hilton.com with your requested dates and event ID # **0003066356**

To book three nights or more: Make reservations online using this [link](#).

Each two room Suite includes complimentary breakfast and Two Hour evening cocktails/reception. Hotel's room rates are subject to applicable state, local taxes (currently 12.27%) and any surcharges in effect at the time of check in.



EMBASSY SUITES HOTEL

Phoenix - Scottsdale

4415 E. Paradise Village Parkway S. ~ Phoenix, AZ 85032 ~ 602-765-5800

SALES / CATERING

Vendor Order Form ITE - IMSA

VENDOR COMPANY _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE # / EMAIL _____
FUNCTION NAME _____
VENDOR CONTACT _____
EMBASSY CONTACT _____

POWER REQUESTED:

DATE	

ITEMS TO BE CHARGED

Quantity	Description	Unit Price	Total
	Power Package: includes 1 extension cord and 1 (5) outlet power strip - (20 Amp Circuit)	\$ 15.00	\$ -
	OTHER:		\$ -

*8.3% tax and 24% service charge will be applied to the total.

☐

Bill to a guest room:

Name of guest: _____

☐

CREDIT CARD:

AMERICAN EXPRESS

DISCOVER

VISA/MASTERCARD

DINERS CLUB

CREDIT CARD # _____

Expiration Date: _____

NAME AS IT READS ON THE CARD _____

(Please Print)

SIGNATURE OF CARD HOLDER _____

By signing this credit card authorization form the card holder agrees to:

I authorize the Embassy Suites Phoenix-Scottsdale to charge my credit card for the items checked above. I understand that an authorization hold for the estimated charges will be made on my credit card no more than three days prior to arrival and will not be charged if an alternate method of payment is made on the day of departure. I also acknowledge that my signature matches that of the credit card detailed above.

RETURN TO: carey.carnahan@hilton.com or fax (602) 765-5891