



Exhibitor Information

Exhibit Dates: October 25-27, 2011

Conference Site

The Westin Denver Downtown
1672 Lawrence Street / Denver, CO 80202
Tel: 1-303-572-9100

Exhibit Area

Registration, breakfast and breaks will be held in the exhibit area.



Exhibit Space

Each exhibitor will receive a 6' table with two chairs and access to power outlets. Each space is 8' x 10'.

Exhibit Setup and Removal

Exhibitor Setup	Tuesday, October 25	6:00 am-7:00 am
Exhibitor Hours	Tuesday, October 25	7:00 am-7:30 pm
	Wednesday, October 26	7:00 am-5:00 pm
	Thursday, October 27	7:00 am-4:00 pm
Exhibitor Move-Out	Thursday, October 27	4:00 pm-6:00 pm

Shipping Information

Exhibitors should ship materials to the Westin Denver Downtown no earlier than Wednesday, October 19. The package handling fee schedule is:

0-5 lbs	\$5.00 each
6-20 lbs	\$10.00 each
21-50 lbs	\$15.00 each
21-50 lbs	\$15.00 each
Over 50 lbs	\$25.00 each

Packages should be addressed as follows:

The Westin Denver Downtown
c/o Kimberly Savage
Hold for: Name of exhibitor staff who will be on site / ITRC Fall Meeting
1672 Lawrence Street
Denver, CO 80202

Hotel Reservations

Please call The Westin Denver Downtown at **888-627-8435** or the Central Reservation Office at **800-937-8461** and mention the **ITRC Fall Meeting**. You may also make reservations by going to: <http://www.starwoodmeeting.com/StarGroupsWeb/res?id=1107058346&key=454E2>

Additional Information

Go to www.itrcweb.org