

October 14, 2007

Dear ITC 2007 Exhibitor,

ITC 2007 is fast approaching. Once again, ITC will be allowing exhibit booth selection for the 2008 conference which will take place in Santa Clara, CA, on October 28 – 30, 2008.

Booth Selection

Booth selection for current exhibitors will take place beginning October 21st through October 25th, 2007. A booth selection area will be set up close to the exhibit floor for your convenience. Exhibitors will be placed in AON number order. Your AON number is determined by your continuous participation in ITC.

As time is always at a premium on the show floor, each company has been assigned an appointment time. An application and floor plan is included with this correspondence. Your scheduled appointment time is as follows:

COMPANY:

DATE:

TIME:

In addition, if you are unable to make your assigned appointment, you can assign a proxy (a proxy is an individual that you give authority to) by filling out and forwarding the attached form. Your signed contract can be sent prior to booth selection or have your proxy bring along with the proxy form in order to choose space. If no one from your company is present and we have your application and payment we will be pleased to assign space on your behalf.

All exhibitors who have supplied an application and payment will be placed on the 2008 exhibit floor during the 2007 conference. After all current exhibitors have had an opportunity to select space for 2008 then exhibit sales will be open to those who do not currently hold an AON number.

Payment

A payment of 20% of the total booth space cost is required for space assignment. (\$520 per 10'x10' booth). This can be done by check or credit card. This deposit is non-refundable. You will receive an invoice for the remaining portion of your booth fee.

Booth Space Fees

The following is the booth fee schedule for ITC 2008:

October 21 – December 1, 2007	\$2,600 per 10 X 10
December 2, 2007 – March 1, 2008	\$2,800 per 10 X 10
March 2, 2008 – October 22, 2008	\$3,000 per 10 X 10

There are no additional charges for corners or high visibility locations.

Payment Schedule

20% due with contract (non-refundable)

50% of total by Jan. 1, 2008 (50% of net payment refundable by Mar 1, 2008)

100% of total by March 1, 2008 (50% of net payment refundable by April 1, 2008)

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,



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