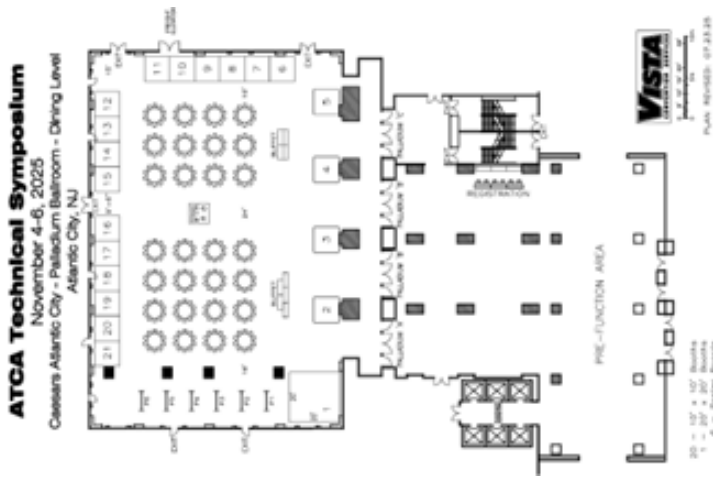




November 4-6, 2025
Caesars Atlantic City, NJ



*****NEW***General Contractor Receiving Address:**

ATCA Tech Symposium
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234
Phone: 609-485-2421 • www.vistacs.com

Exhibitor Manual

Available in the Exhibitor Zone. Check the [Symposium website](#) for the link. **NOTE: ATCA encourages Exhibitors to place their order with Vista. If an outside contractor is used, Exhibitors must notify Vista in writing and supply a Certificate of Insurance (COI). The daily work schedule for contracted union labor is detailed on the Labor Service form included in the Exhibitor Manual.**

Exhibitor's Benefits

- Hyperlinked company logo on the [Symposium website](#)
- Company listing and 100-word description in the virtual Exhibitor profile
- Exhibitor ribbon for name badge
- Access to meeting space rentals in the hotel during the Symposium

Contract Submittal and Confirmation Process

Once you've completed all required fields and submitted your Exhibitor Application, you will receive an email confirmation from ATCA acknowledging receipt. Your application will then be reviewed for approval and booth assignments. Once approved, you will receive a second confirmation email that details your booth assignment, login credentials to access your Exhibitor Profile in the Exhibitor Zone (EZone), and has your Invoice attached.

Booth cancellations submitted via email to sandra.strickland@atca.org and rugger.smith@atca.org by **September 5, 2025**, will receive a refund minus a 25% administrative fee. **NO REFUNDS for cancellations received after September 5, 2025.**

General Information

All links included in this document, along with the additional Symposium and hotel reservation information, may be found on the Symposium website at www.atca.org/TechSymposium.

Exhibitor Contacts

Rugger Smith – 703.299.2430 ext. 318
rugger.smith@atca.org

Sandra Strickland – 703.299.2430 ext. 304
sandra.strickland@atca.org

Deborah Brice – 703.299.2430 ext. 306
deborah.brice@atca.org

Show Dates and Times

Move-in:	Tues. Nov 4th	9:00am to 1:00pm
Show Hours:	Wed. Nov 5th	8:00am to 5:30pm
Show Hours:	Thurs. Nov 6th	8:00am to 12:00pm
Move-out:	Thurs. Nov 6th	12:00pm to 5:00pm

Exhibit Hall Location

Palladium Ballroom, Caesars Atlantic City, 2100 Pacific Avenue, Atlantic City, NJ 08401

Standard Exhibit Booth

- A 10' 10' x 10' space with 8' high backwall drape and 3' high sidewall drape
- 7" x 44" cardstock identification sign hung on back wall

Sharing Exhibit Space

ATCA does not allow for the sharing of exhibit space at this event. Please see **Exhibition Terms and Conditions** for complete information.

Additional Exhibition Information

Additional Services: Exhibitor must contract directly with Symposium Vendors for any furniture, electrical, or more robust internet needs, etc., via the Exhibitor Zone. Extra fees will apply.

Carpeting: Booth carpeting is not mandatory as the Exhibit Hall has wall-to-wall multicolored carpet. Exhibitors may carpet their booth area in any offered color indicated in the Exhibitor Manual or may bring their custom carpet (fees may apply).

Booth Height: No exhibit booth or booth contents may exceed the maximum height of 8' (2.4m) without prior approval of ATCA. Please see Terms and Conditions for complete information.

Show Colors: Blue divider drapes (back and sides).