



**Tennessee Labor-Management Conference
August 17-19, 2016
Sheraton Music City Hotel
777 McGavock Pike
Nashville, Tennessee 37211**

Subject: Tennessee Labor-Management Exhibit Space

Please accept our invitation to lease an exhibit space during the 2016 Tennessee Labor-Management Conference on August 17-19 at the Sheraton Music City Hotel on McGavock Pike in Nashville, Tennessee.

Enclosed for your use is General Information on Exhibit Spaces and the Exhibit Space. Please review the documents thoroughly in order to successfully reserve your exhibit space. Please complete the enclosed contract and return as indicated in order to reserve your space. Once your contract is received please expect to be contacted by John Trotter confirming your exhibit space and location.

The exhibit area will be at the Sheraton Music City Hotel in the Plantation Lobby. Each exhibit space is 10' x 10' with 8 ft. draped tables. All exhibit spaces are assigned on a "first come first serve" basis.

We look forward to seeing you at the 2016 Tennessee Labor-Management Conference. Should you have questions regarding the enclosed information, please contact John Trotter at (865)776-0792. For additional information on the conference or to register please visit www.tlmf.us

Thank you for your support and participation!

***TN Labor Mgmt
Foundation
P.O. Box 40563
Nashville, TN 37204-0563
Ph (865)776-0792
Email tnlmf@tlmf.us
Web site www.tlmf.us***

General Information Sheet for Exhibit Space and Exhibitors

1. Location and Schedule

The 2015 Tennessee Labor-Management Conference will be held August 17-19, 2016 at the Sheraton Music City Hotel, 777 McGavock Pike Nashville, TN 37214. The exhibit booths will be set up in the Plantation Lobby of the hotel. Setup of exhibit spaces will begin Tuesday, August 16th after 3:00 p.m. and must be completed **before** Wednesday, August 17th at 8:00 a.m.

As a booth exhibitor you will be **required** to have the booth manned with at least one person from 8:00 a.m. until 4:00 p.m. on both Wednesday, August 17th, and Thursday, August 18th. The booths will be open to the public during the Wednesday evening event. You will have the option of keeping your booth open longer during the evening events. Your exhibit and personnel should be in place by no later than 8:00 a.m. on the morning of Wednesday, August 17th. **Booths must be dismantled by Friday, August 19th before 8:00 a.m.**

Vendor representatives manning the booth have an option to pay an additional \$150.00 per person for the meals and/or special events and \$50.00 for the annual golf tournament. Contact John Trotter at tntlmf@tlmf.us to honor this request.

2. Exhibit Space

The cost of an exhibit space is \$500.00. Partnership/Sponsorship levels that exceed \$1000 allow for booth space at no additional charge. Booths will be a draped 8 ft. X 8 ft. exhibit area, one eight foot skirted table, and two chairs. The signed contract and payment will guarantee your exhibit space at the conference. The Booth Committee will assign booths on a first-come, first-serve basis. The final date to reserve a booth is **August 1, 2016**.

After the contract and payment is received, the exhibitor will be contacted to finalize a space location. We reserve the right to reassign a booth location for adequate space and/or technical reasons.

It is the responsibility and at the expense of the vendor to make the necessary arrangements with the Sheraton Music City Hotel for electrical hookups, data facilities, early shipment of items, security, and/or any other special requests. You must contact the Sheraton Music City Hotel at 615-885-2200 no later than August 1, 2016 to make these arrangements.

Identification banners are permissible & recommended, but at the exhibitor's expense.

3. Security

Exhibitors should make arrangements to secure equipment or valuables when the booth is unattended. The Labor-Management Conference assumes no responsibility for lost, damaged, or stolen articles.

4. Meal Ticket (optional)

All exhibitors have the option to purchase a meal ticket for \$150.00 which includes all breaks, Wednesday dinner, Thursday dinner, and Friday Breakfast.

5. Golf Tournament (optional)

All exhibitors have the option to participate in the annual Eddie Bryan Golf Tournament to be held on Thursday, August 18th with 7:30 a.m. tee time for a \$50.00 fee. To participate a handicap or average score is required.

**Tennessee Labor-Management Conference
Exhibit Space Contract
Sheraton Music City Hotel
August 17-19, 2016**

We, the undersigned, hereby subscribe for a draped tabletop exhibit space at the 2016 Tennessee Labor-Management Conference to be held August 17-19, 2016. Unless you have elected to partner/sponsor the conference at a level of \$1000 or more which includes exhibit space, the undersigned agrees to pay the sum of five hundred dollars (\$500.00) to the Tennessee Labor-Management Foundation on or before August 1, 2016. Each vendor representatives has the option to pay an additional \$150.00 per person for meals and an additional \$50 to participate in the annual golf tournament on Thursday August 18 at Two Rivers Golf Course. Payment arrangements should be made through John Trotter at tnlmf@tlmf.us. Set up time is Tuesday August 16, from 5 pm to 7 pm or Wednesday, August 18, before 7:30 am. Take down is required no later than Friday, August 19 at 8 am.

Booth locations will be assigned on a first-come, first-serve basis.

The undersigned agrees to abide by the rules and regulations affecting the conference regarding hours, signs and any other such rules as may affect the equal rights of all exhibitors.

1. No exhibit space shall be sublet or offered for use by an exhibitor without the approval of the Tennessee Labor-Management Conference Booth Committee via John Trotter.
2. No exhibit shall block or interfere with the direct visibility of an adjoining exhibit.
3. No exhibitor shall be permitted to erect an exhibit without having made full remittance of space rental fees or otherwise made suitable arrangements with the Tennessee Labor-Management Conference Booth Committee via John Trotter.
4. No exhibitor shall be permitted to interfere with the orderly procedure of another exhibitor.
5. Exhibit booth personnel shall wear a Vendor ID badge at all times.
6. Exhibitors shall exercise maximum care in the prevention of fire and to avoid loss of valuable properties which are part of the exhibit. Exhibitors must conform to state/city fire prevention codes.
7. The purpose of a booth is for the positive promotion of the exhibitor product or service. Written materials may be distributed at the booth location only. No political information will be sold or distributed.
8. Booths must be operated the full scheduled time as outlined in the general information.
9. The Tennessee Labor Management Foundation is not responsible for the loss of property of exhibitors. Direct contact with the Sheraton Music City Hotel will be necessary to purchase electrical outlets, data facilities, drayage, water drainage facilities, rental equipment or services, or security guard services at an additional charge to the vendor.
10. Cancellations received prior to August 1, 2016 will be subject to a \$100.00 service fee. No refunds post August 1.
11. Returned checks will be subject to a \$50 service fee paid directly to the Tennessee Labor-Management Foundation.
12. Booths can be assigned to Not for Profit organizations that do not conflict with the mission of the Tennessee Labor-Management Foundation.

Partnership/Sponsorship Level (booth included):

\$5000 Senior \$2500 Partner \$1500 Junior \$1000 Associate \$500 Booth

Organization _____

Name of person(s) responsible for Exhibit Space _____
(Please print name exactly as it should appear on name badge)

Address: _____ City: _____

State _____ Zip: _____ Telephone: _____ FAX: _____ E-mail: _____

Signature _____ Date Signed: _____, 2016

*Person responsible for payment: _____ E-mail _____

TERMS: Please enclose signed contract with full payment to the Tennessee Labor-Management Foundation and mail to the Tennessee Labor-Management Foundation, Attn: Exhibit Vendor, P.O. Box 40563, Nashville, Tennessee 37204 on or before August 1, 2016.