



Tennessee Labor-Management Conference
August 14-16, 2017
Sheraton Music City Hotel
777 McGavock Pike
Nashville, Tennessee 37214

Subject: Tennessee Labor-Management Exhibit Space

Please accept our invitation to lease an exhibit space during the 2017 Tennessee Labor-Management Conference on August 14-16, 2017 at the Sheraton Music City Hotel on McGavock Pike in Nashville, Tennessee.

Enclosed for your use is the General Information Sheet for Exhibit Space and Exhibitors. Please review the documents thoroughly and complete the enclosed contract and return as indicated in order to reserve your space. Once your contract is received you will be contacted by Bill Robbins to confirm 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. tables. All exhibit spaces are assigned on a "first come first serve" basis.

We look forward to seeing you at the 2017 Tennessee Labor-Management Conference. Should you have questions regarding the enclosed information, please contact Bill Robbins at 865-599-4193. For additional information on the conference or to register please visit www.tlmf.us.

Thank you for your support and participation!

TN Labor Management Foundation
P. O. Box 40563
Nashville, TN 37204-0563
tnlmf@tlmf.us
www.tlmf.us

General Information Sheet for Exhibit Space and Exhibitors

1. Location and Schedule

The 2017 Tennessee Labor-Management Conference will be held August 14-16, 2017 at the Sheraton Music City Hotel, 777 McGavock Pike Nashville, TN 37214. The exhibit tables will be set up in the Plantation Lobby of the hotel. Setup of exhibit spaces will begin Sunday, August 13, 2017 after 5:00 p.m. and must be completed **before** Monday, August 14, 2017 at 7:30 a.m.

As an exhibitor, you will be **required** to have your space manned with at least one person from 8:00 a.m. until 4:00 p.m. The space will be open to the public during the Monday evening event. You will have the option of keeping your space open longer during the Monday evening event. Your exhibit and personnel should be in place by no later than 8:00 a.m. on the morning of Monday, August 14, 2017. **Spaces must be dismantled by Wednesday, August 16, 2017 before 8:00 a.m.**

Vendor representatives manning their exhibit 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 **Bill Robbins at tnlmmf@tlmf.us** to honor this request.

2. Exhibit Space

The cost of an exhibit space is \$500.00. Sponsor/Participant levels that exceed \$1,000 allow for exhibit space at no additional charge. Exhibit spaces will consist of 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 an exhibit space is **August 1, 2017**.

After the contract and payment is received, the exhibitor will be contacted to finalize a space location. We reserve the right to reassign a 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, 2017** to make these arrangements.

Identification banners are permissible and 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, Monday dinner, Tuesday dinner, and Wednesday breakfast.

5. Golf Tournament (optional)

All exhibitors have the option to participate in the annual Eddie Bryan Golf Tournament to be held on Tuesday, August 15, 2017 with 3:30 p.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 14-16, 2017

We, the undersigned, hereby subscribe for a draped tabletop exhibit space at the 2017 Tennessee Labor-Management Conference to be held August 14-16, 2017. Unless you have elected to support the conference at a level of \$1,000 or more, which includes an exhibit space, the undersigned agrees to pay the sum of \$500.00 to the Tennessee Labor-Management Foundation on or before August 1, 2017. Each vendor representative 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 Tuesday, August 15, 2017 at Two Rivers Golf Course. Payment arrangements should be made through **Bill Robbins at tnlrmf@tlnmf.us**. Set up time is Sunday, August 13, 2017 from 5:00 p.m. to 7:00 p.m. or Monday, August 14, 2017 before 7:30 a.m. Take down is required no later than Wednesday, August 16, 2017 at 8:00 a.m.

Table 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 **Bill Robbins**.
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 **Bill Robbins**.
4. No exhibitor shall be permitted to interfere with the orderly procedure of another exhibitor.
5. Exhibit space 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 an exhibit space is for the positive promotion of the exhibitor product or service. Written materials may be distributed at the table location only. No political information will be sold or distributed.
8. Exhibit spaces must be operated during 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, 2017 will be subject to a \$100.00 service fee. No refunds post August 1, 2017.
11. Returned checks will be subject to a \$50 service fee paid directly to the Tennessee Labor-Management Foundation.
12. Exhibit spaces can be assigned to Not for Profit organizations that do not conflict with the mission of the Tennessee Labor-Management Foundation.

Participant/Sponsorship Level (exhibit space included):

\$5,000 Senior \$2,500 Partner \$1,500 Junior \$1,000 Associate \$500 Member

Organization: _____

Name of person 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: _____, 2017

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, 2017.