



Tennessee Labor-Management Conference  
September 18-20, 2019  
Embassy Suites Hotel  
1200 Conference Center Blvd  
Murfreesboro, Tennessee 37129

**Subject: Tennessee Labor-Management Exhibit Space**

Please accept our invitation to lease an exhibit space during the 2019 Tennessee Labor-Management Conference on September 18-20, 2019 at the Embassy Suites Hotel.

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 Wayne Bolinger to confirm your exhibit space and location.

Each exhibit space is 10' x 10' with 8 ft. tables. All exhibit spaces are assigned on a "first come first serve" basis. Table fee will be \$500.00.

We look forward to seeing you at the 2019 Tennessee Labor-Management Conference. Should you have questions regarding the enclosed information, please contact Wayne Bolinger at 865-789-1261. For additional information on the conference or to register please visit [www.tlmf.us](http://www.tlmf.us).

Thank you for your support and participation!

Tennessee Labor Management Foundation  
P.O. Box 40563 Nashville, TN  
37204-0563 [tnlmf@tlmf.us](mailto:tnlmf@tlmf.us)  
[www.tlmf.us](http://www.tlmf.us)

# General Information Sheet for Exhibit Space and Exhibitors

## 1. Location and Schedule

The 2019 Tennessee Labor-Management Conference will be held September 18-20, 2019 at the Embassy Suites, 1200 Conference Center Blvd, Murfreesboro, TN 37129. Setup of exhibit spaces will begin Tuesday, September 17, 2019 after 5:00 p.m. and must be completed **before** Wednesday, September 18, 2019 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 Wednesday evening event. You will have the option of keeping your space open longer during the Wednesday evening event. Your exhibit and personnel should be in place by no later than 8:00 a.m. on the morning of Wednesday, September 18, 2019. **Spaces must be dismantled by Friday, September 20, 2019 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 **Wayne Bolinger at [tntlmf@tlmf.us](mailto:tntlmf@tlmf.us)** to make arrangements for meals or the golf tournament.

## 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 by mail is **September 1, 2019**. After the date contact **Wayne Bolinger @ 865-789-1261**.

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 Embassy Suites Hotel for electrical hookups, data facilities, early shipment of items, security, and/or any other special requests.

You must contact the Embassy Suites Hotel at 615-890-4464 no later than **September 1, 2019** 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 \$120.00 which includes all breaks, and meals served by the TLMF.

## 5. Golf Tournament (optional)

All exhibitors have the option to participate in the 32nd Annual Eddie Bryan Golf Tournament to be held on Thursday, September 19, 2019 with 8:30 a.m. shotgun start for a \$60.00 fee. Smyrna Golf Course, To participate, a handicap or average score is required.

**Tennessee Labor-Management Conference**  
**Exhibit Space Contract**  
**Embassy Suites Hotel**  
**September 18-20, 2019**

We, the undersigned, hereby subscribe for a draped tabletop exhibit space at the 2019 Tennessee Labor-Management Conference to be held September 18-20, 2019. 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 September 1, 2019. Each vendor representative has the option to pay an additional \$150.00 per person for meals and an additional \$60 to participate in the annual golf tournament on Thursday, September 19, 2019 at Smyrna Golf Course. Payment arrangements should be made through **Wayne Bolinger at [tntlmf@tlmf.us](mailto:tntlmf@tlmf.us)**. Set up time is Tuesday, September 17, 2019 from 5:00 p.m. to 7:00 p.m. or Wednesday September 18, 2019 before 7:30 a.m. Take down is required no later than Friday, September 20, 2019 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 **Wayne Bolinger**.
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 **Wayne Bolinger**.
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 Millennium Maxwell House Hotel will be necessary to purchase electrical outlets, data facilities, rental equipment or services, or security guard services at an additional charge to the vendor.
10. Cancellations received prior to September 1, 2019 will be subject to a \$100.00 service fee. No refunds post September 1, 2019.
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 ExhibitSpace: \_\_\_\_\_  
(Please print name exactly as it should appear on name badge)

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Signed \_\_\_\_\_, 2019

Person responsible for payment: \_\_\_\_\_ E-mail: \_\_\_\_\_

**TERMS: Submit signed contract with full payment to the Tennessee Labor-Management Foundation via mail at Tennessee Labor-Management Foundation, Attn: Exhibit Vendor, P.O. Box 40563, Nashville, Tennessee 37204 on or before September 1, 2019. Payment may also be made through the Conference registration website.**