

Tennessee Association of School Librarians Conference 2016



Vendor Exhibitor Contract

BOOTH PACKAGE

- Draped 10' by 10' booth
- 1 – 6' draped table
- 2 – chairs
- 1 – company identification sign
- 1 – electrical outlet
- Listing in final program

CONTRACT FOR SPACE

The order for booths, upon acceptance by TASL, assignment of space, and the full payment of rental charges, constitutes a contract for rental space assigned. Any Exhibitor failing to occupy space is not relieved of the obligation of paying the full rental price. This contract will not be binding upon TASL in the event of strikes or other circumstances beyond TASL control. In the event of disaster or national emergency forcing cancellation of the entire exhibit more than two weeks in advance of the opening date of the Exhibits, less a pro rate share of expenses incurred by TASL in planning and preparing for the exhibit up until the time of cancellation, will be refunded.

PAYMENT FOR SPACE

The price for one booth is \$375.00. Payment increases to \$425.00 on August 1, 2016. Exhibitor registration is payable online by credit card or by check made payable to **TASL Conference 2016** and mailed to TASL Conference 2016, Exhibits, P.O. Box 404, Joelton, TN 37080.

EXHIBIT HOURS

Thursday, November 3, 2016, from 5:00 p.m. to 8:00p.m.

and

Friday, November 4, 2016, from 8:00 a.m. to 3:00 p.m.

(The exhibit hall will be closed on November 4, 2016, from 11:00 a.m. to 12:50 p.m. for lunch.)

PARKING/UNLOADING & SETUP/LOADING

Please park to the side of the exhibit hall to unload and load packages. **DO NOT BLOCK THE FRONT ENTRANCE BY PARKING IN THE FRONT DOORWAY.** The side parking is adjacent to the exhibit hall with entrances into the exhibit hall.

Exhibitors may begin setting up booths beginning at 12:00 noon on Thursday, November 3, 2016.

CANCELLATION OR WITHDRAWAL

Upon giving written notice, the Exhibitor may cancel or withdraw from the Exhibits subject to the following conditions and restrictions:

- If written cancellation is received on or before September 1, 2016, booth rental shall be refunded minus \$50 processing and resale fee.
- If written cancellation is received between September 2 and October 1, 2016, 50% of booth rental shall be refunded.
- If written cancellation is received after October 1, 2016, no refund will be made. In the event of cancellation, TASL will have the right to use the cancelled space to suit its own convenience, including the sale of space to another Exhibitor without rebate or allowances to the canceled Exhibitor.

ALLOCATION OF EXHIBIT SPACE

TASL Corporate members will be assigned booths first. After that, allocation of exhibit space will be made on a first-received basis and as nearly as possible to requests of the applicant's wishes and requirements.

DEADLINE FOR OCCUPANCY OF SPACE

Exhibitors may begin setting up booths beginning at 12:00 noon on Thursday, November 3, 2016.

It is essential that all exhibits be complete and in place by 4:45 PM on that day.

PLEASE, NO DISMANTLING OR PACKING UP PRIOR TO EXHIBIT HALL CLOSING TIME ON FRIDAY, November 4, 2016, AT 3:00 PM.

SOLICITATION IN THE EXHIBITS

The aisles and other spaces in the Exhibits not leased to Exhibitors shall be under the control of TASL. All displays, distribution of literature, or any other type of activity shall be conducted inside the contracted space. Standing in the aisles or in front of exhibit booths of other Exhibitors is strictly prohibited.

Exhibitors operating sound reproducing equipment will be expected to keep the sound at a reasonable volume in order to avoid disturbing other Exhibitors. Sharing of booth space by two or more companies is not permitted unless advance approval is obtained from TASL.

LIABILITY/INSURANCE

Neither TASL or its members, nor the Embassy Suites shall be responsible or liable for any bodily injury or property damage, loss or destruction that may occur to the Exhibitor or to any of the Exhibitor's employees, personnel or property, prior to, during, or subsequent to the Exhibitor's use and occupancy of the exhibit booth space during the contracted time period. Exhibitors desiring special security precautions should arrange for private guard service at their own expense.

SHIPPING/MAILING PACKAGES

If packages arrive more than three (3) days prior to conference, there will be a charge per box for storage. Those charges are outlined in the Embassy Suites Exhibitor Service Order Form on the vendor page of the TASL website.

All Shipments Should be Labeled as Follows:

TN Assoc. of School Librarians – November 3-5, 2016
Attention: Banquets
c/o Embassy Suites Murfreesboro Hotel and Conference Center
1200 Conference Center Boulevard
Murfreesboro, TN 37129
Box (#) of (#) (multiple boxes MUST be numbered)

ACCEPTANCE OF CONTRACT

Please have company representative sign acceptance of contract below. You may sign it, then scan it and email it as an attachment directly to Jamie Bevins jbevins.tasl@gmail.com. Or you may print it out, sign it, and mail it via United States Postal Service to Jamie Bevins, 3930 Valley View Dr., Knoxville, TN 37917. All signed contracts should be received no later than September 1, 2016.

Company Representative Name (please print)

Company Title (please print)

Company Representative Signature

Date