



# Tennessee County Services Association

*Representing Tennessee's County Mayors, County Highway Officials, and County Commissioners since 1954*

David Seivers  
Executive Director

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Pat Mitchell  
Executive Secretary

## MEMORANDUM

**TO:** EXHIBITORS

**FROM:** DEBBIE BLANCHARD  
EXHIBIT COORDINATOR

**DATE:** JULY 28, 2008

**SUBJECT:** EXHIBIT BOOTHS FOR TCSA FALL CONFERENCE  
SHELBY COUNTY, MEMPHIS, TENNESSEE  
THE PEABODY HOTEL  
OCTOBER 29-30, 2008

Thank you for your interest in reserving booth space at the 2008 TCSA Annual Fall Conference to be held at the Peabody Hotel, Shelby County, Memphis, Tennessee, October 29-30, 2008. A contract for booth rental is enclosed as well as a diagram of the exhibit space. Booth space will be reserved in the order that the completed, paid contracts are received at the TCSA office in Nashville. Details regarding the exhibit area are as follows:

**EXHIBIT DATES:** Wednesday, October 29, 2008  
Thursday, October 30, 2008

**SET UPDATE:** Wednesday, October 29, 2008  
10:00 a.m. until 2:00 p.m.

**EXHIBIT HOURS:** Wednesday, October 29, 2008  
2:00 p.m. – 5:00 p.m. and 6:00 p.m. – 7:00 p.m.  
Thursday, October 30, 2008  
7:00 a.m. – 1:30 p.m.

**TEAR DOWN:** Thursday, October 30, 2008, 1:30 p.m.

**EXHIBIT BOOTH:** 8' x 10' Booth with standard drapery  
Identification sign  
One skirted table  
Two folding chairs  
One wastebasket



- PUBLICITY:** TCSA Fall Conference Program listing  
Tennessee County News listing
- BOOTH RENTAL:** \$600 standard booth  
\$650 corner or end booth
- ACCOMMODATIONS:** The Peabody Hotel (Headquarters Hotel)  
149 Union Avenue  
Memphis, TN  
Phone: 901-529-4000  
Rate: \$155

*When calling the hotel for reservations, identify yourself as attending the TCSA Conference to qualify for the conference rate.*

Preliminary plans call for the following functions to be held in the exhibit area:

Wednesday, October 29	Reception
Thursday, October 30	Continental Breakfast
Thursday, October 30	Delegates' Luncheon
Thursday, October 30	Prize Drawings

If you wish to reserve booth space at the 2008 TCSA Annual Fall Conference at the Peabody Hotel, Memphis, please fill out the enclosed booth rental contact and return it with your check made out to TCSA for \$600 or \$650 depending on which booth space you select. Payment is required with the completed contract no later than September 30, 2008. After September 30, booths will be made available to other potential vendors.

**DON'T DELAY!** Reserve your booth space now to insure your participation in this annual event. If you have questions, please give me a call at 615-532-3767. We look forward to seeing you in Shelby County/Memphis.

Enclosures – Booth Rental Contract  
Diagram of Exhibit Area