

TENNESSEE COUNTY SERVICES ASSOCIATION - CONTRACT FOR EXHIBIT SPACE

SHELBY COUNTY, TENNESSEE
OCTOBER 29-30, 2008
THE PEABODY HOTEL, MEMPHIS, TENNESSEE

We, the undersigned, hereby subscribe for an exhibit booth at the 2008 Annual Fall Conference of the Tennessee County Services Association at the Peabody Hotel, Shelby County, Memphis, Tennessee, on October 29 and 30, 2008. For rental of said booth, the undersigned agrees to pay the appropriate fee no later than September 30, 2008. The Tennessee County Services Association reserves the option of reassigning any booth space that has not been paid in full by this date.

TCSA EXHIBITOR/CONFERENCE POLICY: It is the policy of the Tennessee County Services Association that no provider of programs/services that are in direct conflict and/or competition with those endorsed or sponsored by TCSA will be accepted as a vendor at the organization's regular annual conferences and other events sponsored by TCSA.

CANCELLATION POLICY: Refund of booth rental fee, less a 50% administrative fee, will be made if written notice of booth rental cancellation is received by October 7, 2008, at the address below. Any cancellation received after this date will forfeit entire booth rental fee. The undersigned agrees to abide by the rules and regulations listed below affecting the convention regarding hours, signs and other such rules as may affect the equal rights of all exhibitors.

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- 1) No exhibit shall block or interfere with the direct visibility of an adjoining exhibit.
 - 2) No exhibitor shall be permitted to interfere with the orderly procedure of another exhibitor.
 - 3) No exhibitor shall be permitted to erect an exhibit without having made full remittance of space rental fee or suitable arrangements with the Tennessee County Services Association.
 - 4) Exhibit booth personnel shall wear identification badges at all times when in the exhibit area.
 - 5) The Tennessee County Services Association is not responsible for the loss of property of exhibitors by theft, fire, or any other cause, but will provide security against theft during off-hours.
 - 6) Exhibitors shall exercise maximum care in the prevention of fire and to avoid loss of valuable properties which are part of the exhibit and must conform to state and city fire prevention codes.
 - 7) The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the convention/trade center, and shall indemnify and hold harmless the convention/trade center, agents, servants, and employees from any and all such losses, damages and claims. TCSA shall not be responsible for the negligence or wrongdoing of the exhibitor's employees or agents. The exhibitor agrees to hold harmless and indemnify TCSA from any liability whatsoever resulting from the negligence or wrongdoing of its employees or agents.
 - 8) The purpose of a booth is for the positive promotion of the exhibitor's product or service.
 - 9) Booths must be operated for the full scheduled exhibit hours:
 Wednesday, October 29, 2008, from 2-5 p.m. and 6-7 p.m. and
 Thursday, October 30, 2008, from 7 a.m. until 1:30 p.m.
 - 10) The booth includes an 8' x 10' booth, drapery, table, two chairs, i.d. sign, and wastebasket. The exhibit area is carpeted.
 - 11) Additional services (such as electrical outlets, internet access) may be purchased from the Geo. E. Fern Co. You will receive an Exhibitor Service Kit directly from the Geo. E. Fern Co. approximately 6 weeks before the Conference with information on such additional services and prices. If you have not received information from the Geo. E. Fern Co., it is your responsibility to contact them directly at 615-256-0357.
 - 12) Two tickets for food events taking place in the exhibit area are provided with your paid contract. Additional tickets may be purchased at the conference for the food events. Additional vendor ID badges including tickets for food events are \$50 each. NO EXCEPTIONS.

Company: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Phone:(_____) _____ Fax:(_____) _____

E-Mail: _____

ID Sign to Read: _____

Booth Space Preference: 1st _____ 2nd _____ 3rd _____

Product/Service: _____

Names for Vendor ID Badge(s): _____

Signature of Vendor or Agent: _____

Please return this contract with your payment of **\$600 (standard booth) or \$650 (corner or end booth)** to:

Tennessee County Services Association - Exhibitor
226 Capitol Boulevard, Suite 700
Nashville, TN 37219-1896
Phone 615-532-3767 Fax 615-532-3769
email: debra.blanchard@tennessee.edu