

TENNESSEE MUNICIPAL LEAGUE ANNUAL CONFERENCE

June 22-23, 2008

Memphis Cook Convention Center –Northwest & Southwest Exhibit Halls
Memphis, TN

EXHIBITOR'S RULES AND REGULATIONS

These Rules and Regulations have been established for the mutual benefit and protection of the Exhibitors, visitors, and the Tennessee Municipal League. They are an integral part of the contract to which each Exhibitor agrees.

1. HOURS

The 69thTML Annual Conference Expo hours are as follows: Sunday, June 22, 10 a.m. – 4:00 p.m.;
Monday, June 23, 7:30 a.m. – 3:00 p.m.

2. EXHIBITORS

The Tennessee Municipal League reserves the right to determine the eligibility of any product for display. Exhibiting manufacturers, representatives, and or distributors must list participating principals as Exhibitors of record.

3. EXHIBIT SPACE ASSIGNMENT

Exhibitors may indicate their first, second and third choice for booth space. Contracts received after May 1, 2008 cannot be guaranteed a listing in the program.

4. STANDARD BOOTH

The Tennessee Municipal League Expo service contractor is Geo. E. Fern Company, 125 Fernco Drive, Nashville, TN 37207, phone: (615) 256-0357, fax: (615) 256-0490, email address: mcavin@geofern.com. They will install individual booths consisting of Carpeting and drapes (8ft. high in the back and 3 ft. high on the side.) *Also included: one standard 7" by 44" sign at the rear of each booth; one 6' draped table; one wastebasket and two chairs.*

5. BOOTH CONSTRUCTION

The maximum back wall height permitted for any booth exhibit will be 8 ft. No exhibitor may move or remove the back drape or side drapes without the written permission from the Tennessee Municipal League. NO TACKS, NAILS, OR SCREWS MAY BE DRIVEN INTO THE WALLS, FLOORS, OR PILLARS. THE USE OF TAPE, ADHESIVES, STAPLES, OR NAILS TO SECURE SIGNS OR OTHER OBJECTS TO WALL IS PROHIBITED. No damage of any nature may be done to the booth structures nor any part of the exhibit areas. The distribution to the public of any stickers, such as static, pressure adhesives, etc., which may be intentionally or accidentally stuck to the walls or floors is prohibited. Any Exhibitor violating the above rule will be billed for the labor charges involved to remove the items or make the repairs.

6. INSTALLATION AND DISMANTLING OF EXHIBITS

Northwest & Southwest Exhibit Halls of the Memphis Cook Convention Center will be open Saturday, June 21 from 2 – 5 p.m. or Sunday, June 22 from 7 – 10 a.m. for Exhibitors to install their displays. Exhibitors must have displays completely installed before 10 a.m., Sunday June 22, 2008. TO MAINTAIN THE INTEGRITY OF THIS EXPO FOR BOTH THE EXHIBITORS AND ATTENDEES, PARTIAL OR COMPLETE DISMANTLING OF DISPLAY BEFORE 3:00 P.M. MONDAY, JUNE 23, 2008, IS EXPRESSLY PROHIBITED. FAILURE TO COMPLY MAY RESULT IN SURRENDERING YOUR BOOTH SPACE FOR THE FOLLOWING YEAR. All displays must be dismantled and removed before 6 p.m., Monday, June 23, 2008. It is recommended that you bring your own carts or dollies.

7. LOSSES

The Tennessee Municipal League cannot take responsibility for moving costs, loss, or damage to Exhibitor's property either in shipment (coming or going) or while on the premises. Damage to inadequately packed property is the Exhibitor's own responsibility. If the exhibit fails to arrive, Exhibitor is still responsible for exhibit space rental.

8. FREIGHT SHIPMENTS AND REQUESTS FOR LABOR

Arrangements for advanced shipment of exhibits and for labor assistance in setting up and dismantling exhibits should be made with Geo. E. Fern Company, 125 Fernco Drive, Nashville, TN 37207; phone: (615) 256-0357; fax: (615) 256-0490; email address: mcavin@geofern.com.

9. SECURITY

Exhibitors are required to protect their own personal property from theft or damage during setup, tear-down, and during the TML Expo hours. TML asks that a representative of your company be present during expo hours (*please do not leave your booth unattended*). Northwest & Southwest Exhibit Halls will be locked after hours.

10. CANCELLATION

Cancellations must be in writing and must be received by May 1, 2008. There will be a \$150 non-refundable handling charge. No money will be refunded for cancellations after May 31, 2008.

11. REGISTRATION

Two representatives of each exhibiting firm will be registered for all Sunday and Monday activities including meals. There is a \$50 fee for each additional representative. Everyone must register and wear the TML badges provided them. Exhibitors may purchase additional individual tickets at registration.

Contact Information:

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