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Nashville, TN 37219
www.TML1.org

June 19, 2019

To: All Exhibitors
From: Debbie Kluth, TML Marketing & Member Services Director

The Tennessee Municipal League appreciates the opportunity to work with you to showcase your products/services. Please be advised of the following notice.

Paragraph 5 (shown below) is part of the contract that your organization signed and agreed to. **The tear-down hours are posted below. Please DO NOT BEGIN the process any sooner.** The dock doors will not be opened any earlier. Please respect and honor the TML show hours so that enforcement is not necessary.

5 SCHEDULE TIMES: INSTALLATION AND DISMANTLING OF EXHIBITS
Memphis Cook Convention Center East Exhibit Hall, will be open Saturday, June 22 2019 and Sunday June 23, 2019 for set-up with the following schedule: ***Saturday***: Equipment dealers displaying trucks or large equipment must have all equipment at the entrance.. All other exhibitors may install their displays between 1-4:30 pm. ***Sunday***, June 23, 2019 registration hours are 7:30-9:30 am.. TO MAINTAIN THE INTEGRITY OF THIS EXPO FOR BOTH THE EXHIBITORS AND ATTENDEES, ANY DISMANTLING OF DISPLAY BEFORE 3 PM MONDAY, JUNE 24, 2019, 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 pm, Monday, June 24, 2019. It is recommended that you bring your own carts or dollies.

The Ice Cream break, (hosted by J.R. Wauford & Co.) will immediately follow the Monday luncheon in the exhibit hall. I will also begin announcing the names of the Door Prize winners and instruct the winners to pick up their prize at the exhibit booth of the company providing the prize. Do not begin dismantling your exhibit booth until all the prizes have been announced and picked up. When finished, I will make the announcement for exhibitors to break-down.

The 81st TML annual conference is schedule to be in Chattanooga, June 2020. To participate in the drawing to win an exhibit booth in 2020, turn in your exhibitor evaluation by 11 am Monday, June 24th at booth 601 (*the TML exhibitor registration desk*). These forms help provide me with the information that I need to make your experience the best that it can possibly be, as well as provide a chance for a free exhibit space for next year!

Thank you for your anticipated compliance with these rules, and I hope that your exhibition this year will be an enjoyable and profitable show.

Questions? Contact: (615) 425-3908 or dkluth@TML1.org