

Murfreesboro, TN



September 26-29, 2010

25th ANNUAL TENA CONFERENCE VENDOR REGISTRATION FORM

VENDOR INFORMATION

LAST NAME _____ FIRST NAME _____

TITLE: _____ ENP? [YES] [NO]

AGENCY / COMPANY _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PHONE () _____ FAX: () _____ E-MAIL: _____

COMPANY WEB SITE ADDRESS: _____

NAMES OF ALL WHO WILL BE WORKING THE EXHIBIT BOOTH _____

VENDOR PROFILE / EMPLOYER CATEGORY *(please mark only one)*

CONSULTANT SERVICES EQUIPMENT MANUFACTURER WHAT TYPE? _____

CAD CAD SOFTWARE WHAT TYPE? _____

TELEPHONE COMPANY EQUIPMENT VENDOR/DISTRIBUTOR WHAT TYPE? _____

INDEPENDENT SYSTEM PROVIDER OTHER DESCRIBE _____

REGISTRATION FEES	PRICE EACH	NUMBER	TOTAL
VENDOR REGISTRATION / BOOTH FEES <i>see pg 2 for fee details</i>	\$ 475.00 - \$ 575.00 after August 24th	X _____	= \$ _____
EXTRA BANQUET TICKETS	\$ 40.00 each	X _____	= \$ _____
PRE-CONFERENCE COURSE - SATURDAY NENA Course "Filling the Seats In Your PSAP" - New NENA course for 2010	\$ 100.00	X _____	= \$ _____
PRE-CONFERENCE COURSE - SUNDAY PSTC Course "You Just Never Know" - New PSTC course for 2010	\$ 100.00	X _____	= \$ _____
GOLF TOURNAMENT	Information to be released at a later date	_____	_____

TOTAL DUE \$ _____

PAYMENT INFORMATION:

(No refunds after August 24th)
Please make check payable to
"TENA CONFERENCE"
Mail payment and registration form to:
TENA
c/o Ike Lowry, Treasurer
P.O. Box 485 Blountville, TN 37617
Phone (423) 279-7606
Fax (423) 279-7611

CONFERENCE HOTEL INFORMATION:

Embassy Suites and Conference Center
1200 Conference Center Blvd Murfreesboro, TN 37129 For reservations, call (615) 890-4464
The room rate is \$ 119.00 and is guaranteed through **August 24, 2010**. Ask for the TENA Block to receive this rate.

HOTEL ROOM CANCELLATION POLICY:

If you need to cancel your reservation, please do so by August 24, 2010. If you cancel your room after this date you **WILL BE** charged for the full reservation.

Embassy Suites & Conference Center Tax Exemption Policy

In order to be considered tax exempt, you must provide a TN Dept of Revenue Tax Exempt Certificate dated after July 2007, or government certificate or 501(C)-3 letter and payment must be made via check or credit card from your organization. **NO** personal credit card, check or cash can be used as payment.

see pages 2 & 3 for Additional Vendor Information

INSTRUCTIONS: Click on each field and complete the required information. Save and/or print a copy for your records. Mail the completed form and registration fee to above address **OR** submit information to TENA by clicking "E-mail This Form", then complete the online payment option. Please **DO NOT** e-mail this form, without using the online payment option.

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VENDOR INFORMATION

POLICY ADMINISTRATION

These Rules and Regulations are part of the agreement between the vendor and the Tennessee Emergency Number Association (TENA). All matters not covered by these regulations are subject to the decision of TENA.

EXHIBIT SPACE

1. Booth location will be assigned by TENA based upon allocated space as available; however, TENA will follow the general rule of "first-come, first-served". Final allocation of exhibit space will be made by TENA. TENA reserves the right to relocate exhibit areas for the benefit of the vendor or the betterment of the TENA vendor hall.
2. There will be one company per booth unless previously approved by TENA.
3. Floor displays may be used as long as they fit within the booth space provided and do not encroach upon another vendor's space or aisles.
4. No items will be allowed to be affixed to, or placed upon any meeting rooms and/or vendor hall and/or lobby walls.
5. Each vendor shall provide TENA with the name and title of the person at the conference responsible for the installation, operation and removal of the exhibit.
6. Vendors shall make no claim against TENA, its agents or contractors, for any reason including but not limited to negligence, personal injury, theft, damage, loss of goods or failure to provide exhibition space. All exhibitors will insure themselves, at their own expense, against profit loss or damage and against liability for personal injury.
7. Registration Fee includes registration materials; Welcome Reception on Sunday evening; all educational sessions; breaks on Monday and Tuesday; one 10x10 vendor booth space with pipe, drape; one skirted table and two chairs; and TWO tickets to the banquet and entertainment on Tuesday night.
8. Any other equipment, items, set-up service, and/or connections must be contracted with the hotel by the Exhibitor at the Exhibitor's expense. These additional services include, but not limited to;
 - Drayage and placement of display equipment
 - Security services
 - Labor, e.g. carpenters, electricians, drapers, etc
 - Storage of any exhibit-related materials
 - Lighting and electrical power
 - Gas or water supply

SETUP / DISMANTLE OF SHOW

Due to the layout of the Convention Center, storage space is not available for display material and/or show merchandise. At the conclusion of the setup operation, all related equipment, crates, trash, etc., must be removed from the premises no later than the last day of dismantle.

Vendor shall be liable for storage and handling charges resulting from failure to remove exhibit material from the vendor hall at the conclusion of the dismantling period.

EMBASSY SUITES CONVENTION CENTER SHIPPING & RECEIVING

1. Any packages received more than 7 days prior to the event will be assessed a handling fee of \$25.00 per package per day. Convention Center will not assume responsibility for damage or loss of any merchandise or articles left on the Convention Center premises prior to, during or following the function. No COD packages will be accepted.
2. Any materials left behind without shipping instructions will be discarded three business days after your departure date.
3. The Embassy Suites Convention Center will accept deliveries 7 days in advance. Make sure all items are clearly marked "**TENA CONFERENCE**". It is the Exhibitor's responsibility to arrange for shipping to and from the hotel.
4. If your equipment will need a forklift to be removed from the shipper's truck, the hotel does NOT provide forklifts or any other heavy lifting machinery and it will be the Exhibitor's Responsibility to provide any needed heavy lifting machinery and personnel if needed.
5. Items will need to be removed from the Convention Center within 24 hrs of the conclusion of the exposition, unless other arrangements are made directly with the Convention Center.

All fees are payable directly to the Embassy Suites Convention Center. For more information on the Convention Center's Shipping & Receiving Policies, contact Embassy Suites direct at 615-890-4464

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VENDOR INFORMATION

EXHIBIT HALL TIMES

The Exhibit Hall will be open on Sunday, September 26th from 12:00 pm to 5:00 pm for exhibit set up. All exhibitors must have their booths dismantled no later than 5:00 pm on Tuesday, September 28th

The Exhibit Hall will be open for an Exclusive Exhibit Hours on

- Sunday, September 26th 6:00 pm – 8:30 pm
- Monday, September 27th close of Opening Session through lunch
- Tuesday, September 28th During lunch break

Please note that Monday evening is free. If you would like to host a special event, please contact the Embassy Suites Convention Center directly to make arrangements for your event.

If you would like to reserve a room for vendor demonstrations, please contact Kim White at (865) 215-1104 or kwhite@knox911.org.

SPONSORSHIPS

Please contact Kim White at (865) 215-1104 or Theda Bramlett at (423) 728-7278 for sponsorship opportunities.

- With sponsorship please provide an electronic copy of your company logo for the conference guidebook and signage by August 24, 2010 to Maureen Culberson at TENAadmin@gmail.com

PROMOTIONAL ITEMS - *In order for inclusion in the Conference guidebook & signage, please provide this information no later than August 24, 2010*

Promotional items displaying your company logo are an effective way to get your name in front of your customers. Donations of promotional items; however are at your company's discretion. We have two options to provide your company logo items to the attendees:

1. Mass distribution to all attendees in the Conference Bags. (*Note: if you choose this option, please plan to provide enough for each attendee at the conference. Planned attendance ranges between 600 – 650 persons.*)
 - Ship all promotional items separately to Rutherford County 911, 591 Fortress Blvd., Murfreesboro, TN 37128 to the attention of "Theda Bramlett c/o TENA," for an arrival date on or before 09/24/2010.

_____ **YES** - we will provide promotional items for the Conference Bags. Those items are:

2. Door prize drawings during the Banquet. Attendees must be present to win.

_____ **YES** - we will provide door prizes for the Banquet. Those items are:

Hotel reservations may be made directly with the Embassy Suites Hotel and Conference Center;
1200 Conference Center Dr. Murfreesboro, TN 37129. For reservations, call (615) 890-4464

Reservations should be made by August 24th, 2010. Special room rates are available for exhibitors, just mention you're with 2010 TENA Conference.

FOR MORE INFORMATION OR QUESTIONS PLEASE CONTACT THE VENDOR COMMITTEE:

Theda Bramlett
tbramlett@clevelandtn911.com
Work: 423-728-7278 Fax: 423-728-3867

Kim White
kwhite@knox911.org
Work: 865-215-1104 Fax: 865-215-1134

Thank you for your support of the TENA Conference