



## TASL Conference 2018 VENDOR REGISTRATION INSTRUCTIONS

BOOTH RENTAL FEES				
Number of Booths Needed 10' x 10'	Postmarked BY 7/1/17	Postmarked AFTER 7/1/17	TOTAL	The Embassy Suites Hotel will be the Exposition Service Contractor for this event. Links to forms for services provided by the hotel, as well as shipping information, can be found on the TASL website: <a href="http://www.tasltm.org">www.tasltm.org</a>
1 booth	\$375	\$425	\$	
2 booths	\$700	\$750	\$	
3 booths	\$1,000	\$1,050	\$	
NEW VENDORS	\$300	\$375	\$	

1. Click on the **Vendor Conference Registration 2018** link to begin online registration.
2. If you are a TASL Corporate member, you will be asked to enter your login information. If you are not a member, you will enter an email address to begin the registration process. This will generate a login that will be printed on your email confirmation.
3. If you plan to pay by credit card, please have that ready so you can enter the information in the correct field.
4. If you prefer to pay by check, please choose the **Send Check** option. Please make all checks payable to TASL Conference 2018. Send all checks to TASL Conference 2018, Exhibits, P.O. Box 11185, Murfreesboro, TN 37129.
5. We are offering a new rate for first time vendors ONLY. Thank you for joining us this year and we hope to see you again.
6. **TASL does not invoice.** We suggest you use the email confirmation that will be sent to you automatically when you complete the registration. Please watch for this document, checking both your Inbox and Junk mail folders.
7. If you need a copy of your receipt for your credit card payment, you can print one by logging into your TASL profile, click on the My Profile tab, click Form Receipts in the drop-down menu, click the Receipt icon by your registration link, and click the printer icon.
8. Download the Exhibitor Contract (linked on the Conference Vendors page of the [tasltm.org](http://tasltm.org) website) and print it. Page 3 contains the Acceptance of Contract. Please sign this page and either scan it and email it to

Ginny Britt, [gbritt.tasl@gmail.com](mailto:gbritt.tasl@gmail.com) or send it via U.S. Mail to Ginny Britt, 251 Cobblestone Place Drive, Goodlettsville, TN 37072. *All contracts should be received no later than September1, 2017.*

Thank you so much for your interest in and support of our conference. We appreciate you!