



TASL Conference 2019 VENDOR REGISTRATION INSTRUCTIONS

BOOTH RENTAL FEES		
Number of Booths Needed 10' x 10'	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: www.tasltn.org
1 booth	\$425	
2 booths	\$750	
3 booths	\$1,050	
NEW VENDORS	\$350	

1. Click on the **Vendor Conference Registration 2019** 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 2019. Send all checks to TASL Conference 2019, 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 tasltn.org website) and print it. Page 2 contains the Acceptance of Contract. Please sign this page and either scan it and email it to Ginny Britt, ginny.britt@rcstn.net or send it via U.S. Mail to Ginny Britt, 3468 Hwy 41 S, Springfield, TN 37172. *All contracts should be received no later than September 1, 2019.*

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