



TASL Conference 2023 EXHIBITOR REGISTRATION INSTRUCTIONS

BOOTH RENTAL FEES			
Number of Booths Needed 10' x 10'	TOTAL (Early Bird) Ends August 1, 2023	TOTAL (After August 1, 2023)	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	\$350	\$500	
2 booths	\$675	\$900	
3 booths	\$975	\$1,200	
NEW EXHIBITOR	\$300	\$450	

1. Click on the **Vendor Conference Registration 2023** 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 **Invoice Me** option. Please make all checks payable to TASL Conference 2023. Send all checks to TASL Conference 2023, P.O. Box 10516, Knoxville, TN 37919. PLEASE NOTE: THIS IS A NEW ADDRESS!
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. **You should receive an invoice in your confirmation email upon completion of the form.** 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. Upon payment receipt, you will receive an email with the invoice marked "paid", which you can use for their records.
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 Blake Hopper, blake.hopper@claibornecsd.org send it via U.S. Mail to Blake Hopper, 209 Dunn Circle, Speedwell, TN 37870. *All contracts should be received no later than September 1, 2023.*

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