

**2019 Tennessee Principals Conference
Out of Booth Presentation &
Exhibit Application Form
The Peabody Hotel (November 18, 2019) – Memphis, TN**



The **2019 Tennessee Principals Conference** will be held **November 17-19**, at the historic Peabody Hotel in Memphis, TN. Vendor registration is \$500 per booth (prior to September 1). **VENDOR SPACE SOLD OUT LAST YEAR – EARLY REGISTRATION IS ENCOURAGED!!!**

This year at The Peabody, Exhibitor space will BE ON THE SAME FLOOR LEVEL AS MEETING ROOM SPACE! Individual exhibit space includes a 6' table and two chairs (there is no pipe and drape). Vendors needing two or more tables must reserve multiple booths. An Exhibitor Services Packet (from The Peabody) is posted on the TPA website (www.tnprin.org) – click on the “Conference” tab.

For electrical needs & CCA, contact Leslie Potter, Leslie.Potter@peabodymemphis.com; direct line is 901-529-4192.

For AV/internet requests, contact Scottie Rokas, srokas@psav.com; direct line is 901-261-4402.

Exhibit Hall day will be Monday, November 18, from 7:30 a.m. until 4:30 p.m. Vendor set-up will be Sunday, November 17, 12:00-5:00, or on Monday morning, before 7:30 a.m. You will be notified prior to the start of the conference if anything changes. Our plans are to have a continental breakfast where participants can begin entering the hall at 7:30 a.m. Dedicated Exhibit Hall time will be from 11:30 to 1:00 during lunch. Conference participants will be able to visit the Exhibit Hall area throughout the day. Breakfast and lunch for Exhibitors on Monday, are also included in the Exhibit Application fee for vendors.

Cancellations prior to September 1, 2019, will receive a 50% refund of the booth fee. No refunds will be issued for cancellations on or after September 1, 2019.

_____ **Out-of-booth presentation slot (\$1,500.00 which includes a 45-50 minute breakout session & booth fee)**

Full payment must be enclosed with this application. Please make checks payable to TPA Principals Conference.

Company Name _____ Contact _____

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ - _____ Cell (_____) _____ - _____ Fax (_____) _____ - _____

E-mail address _____ @ _____.

Payment Method: _____ check; _____ credit card # _____

CC type _____ (Visa/MC/AmerEx/Discover) Exp date _____

A 3% processing fee will be added when paying by credit card.

Please email/mail application and payment to the following:

Tennessee Principals Association Leadership Conference
P.O. Box 140227
Nashville, TN 37214

Vendor Participation Form (including Hotel Reservation Information) on NEXT PAGE!

**2019 Tennessee Principals Conference
Vendor / Company Participation Form
The Peabody Hotel (November 18, 2019) – Memphis, TN**



Company Name: _____

Name(s) of Company Representatives that will be in attendance at the Booth:

Note: Vendor Registration Does Not Include Individual Conference Participant Registration (visit www.tnprin.org for additional information on how to register for the 2019 Tennessee Principals Conference)

Please check any of the following events you are willing to sponsor or co-sponsor:

_____ I will furnish the following door prize: _____

_____ I will sponsor or co-sponsor the conference's reception (\$2,500 - \$5,000)

_____ I will sponsor or co-sponsor the conference's coffee/snack breaks (\$1,500 - \$2,000)

_____ I will sponsor or co-sponsor the conference's Exhibit Hall luncheon (\$5,000+)

_____ I will sponsor or co-sponsor the conference's Awards Luncheon (\$5,000+)

_____ I will sponsor or co-sponsor a keynote speaker (\$2,000 - \$5,000)

_____ I will donate the following amount \$_____ to be used for the conference as needed

RESERVATION INFORMATION for The Peabody Hotel

Reserve Room(s) by October 25, 2019 to ensure the BEST rate! Reference the "Group Name" (Tennessee Principals Association) upon phone contact.

The Peabody Reservation Department: 1-800-PEABODY (1-800-732-2639)

Exhibit Hall Coordinator

Antuan Knapp
(901) 335-3058
knappad@scsk12.org

Hotel Arrangements Contact

Sharon McNary
(901) 416-2148
mcnarysk@scsk12.org

TPA Executive Director

Nancy Meador
(615) 390-7308
nancy.meador@tnprin.org

***THANK YOU for supporting the
Tennessee Principals Association!***