

TENNESSEE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (TASBO) TAKING CARE OF SCHOOL BUSINESS

November 14-17, 2017
Embassy Suites Conference Center
Murfreesboro, TN

Dear Business Colleague:

Tennessee Association of School Business Officials (TASBO) invites you to register as an exhibitor for the 51st Annual Conference in Murfreesboro, Tennessee. Exhibits will be on display from Tuesday, November 14, 2017, to Thursday, November 16, 2017.

To be an Exhibitor:

1. Visit the TASBO website: www.tasbo.net
2. Click on the Exhibitor Registration tab.
 - ◇ The conference allows for 65-75 vendor booths in the exhibit area at a cost of \$700 per booth.
 - ◇ Booth space will be assigned on a "First Come - First Served Basis".
 - ◇ *The final application date is October 6, 2017.*
 - ◇ Booths will be 8'x10' with a draped table, two chairs, an ID sign, a wastebasket, and TWO NAME BADGES for your company's representatives.
 - Name badges will allow conference entrance and meals. Additional name badges may be purchased for a FEE OF \$100.00 each.
 - Please indicate any need for additional name badges during **ONLINE registration**. If booths are still available, onsite registration will be available at \$850.00 per booth space.
3. Follow instructions and print out a paid receipt.

We encourage you to donate door prizes and have attendees register at your booth. Door prizes will be distributed during the "Vendor Lunch" on Thursday, November 16, 2017. If you DO NOT want to attend all exhibitor days, you may set up according to the approved set-up times. PLEASE see the TASBO website for set-up and break-down times. **BOOTH NUMBERS WILL BE GIVEN DURING CHECK IN AT THE CONFERENCE CENTER.**

To maximize the exposure of your firm before, during, and after the conference, you may want to consider a corporate sponsorship. More information on the sponsorship levels and additional benefits are available on the TASBO website.

****If you have any specific vendor questions, please contact Selena Coker at (865) 984-0531.**

++If you have problems registering online or have payment or billing questions, please contact Maryanne Durski at (615) 300-3243.

Make plans to be in Murfreesboro in November! We look forward to seeing you there.

Sincerely,

Selena

Selena Coker, Exhibit Coordinator

TENNESSEE ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (TASBO)

November 14-17, 2017
Embassy Suites Conference Center
Murfreesboro, TN
(615) 890-4464

EXHIBITOR'S INFORMATION SHEET

SETUP DATES & TIMES

(Murfreesboro Conference Center)

Tuesday, November 14, 2017

4:00 p.m. – 5:30 p.m.

*Welcome Reception in vendor area that evening

Wednesday, November 15, 2017

1:00 p.m. – 4:00 p.m.

(NO EXCEPTIONS TO SET-UP
DATES & TIME)

Thursday, November 16, 2017

8:00 a.m. – 9:00 a.m.

EXHIBIT DATE & TIME

(Murfreesboro Conference Center)

Tuesday, November 14, 2017

Evening Welcome Reception

Wednesday, November 15, 2017

1:00 p.m. – 4:00 p.m.

Thursday, November 16, 2017

8:00 a.m. – 2:00 p.m.

DISMANTLE DATE & TIME

Thursday, November 16, 2017

2:00 p.m. – 3:00 p.m.

DECORATOR/ELECTRICAL MATERIAL HANDLING

(George Fern Co. will contact you
regarding Electrical, Material Handling
and other available services.)

George E. Fern Co.

125 Fernco Drive

Nashville, TN 37207

Phone: (615) 256-0357

Contact: Nick Stammler, Mary Cavin

TASBO EXHIBIT COORDINATOR

Selena Coker

524 Faraday Street

Alcoa, TN 37701

Phone: (865) 984-0531 x 544

E-Mail: scoker@alcoaschools.net

This conference is designed to bring the manufacturer, dealer, and customer together to create an environment in which communication can easily flow. TASBO's membership consists of school business officials in all disciplines (superintendent, finance, purchasing, food service, maintenance, transportation, audit, employee benefits, and data processing) from districts across the state of Tennessee and the Tennessee State Department of Education. Approximately 300 members will be attending the annual conference. For the latest updates on TASBO conferences (past and future), please log on to our website www.tasbo.net.