

2017 Tennessee Funeral Directors Association 114th Annual Convention  
1616 Church Street, Suite A, Nashville, TN 37203  
Phone (615) 321-8792 or (800) 537-1599  
Email: Office@tnfda.org

**CONTRACT FOR EXHIBIT SPACE**

You are hereby requested and authorized to reserve exhibit space as indicated below for our use in the Funeral Supply Exhibition held at Embassy Suites Hotel in Murfreesboro, Tennessee, June 4 -6, 2017. The Tennessee Funeral Directors Association and the Tennessee Funeral Supply Sales Club jointly sponsor this event.

**IN ORDER TO RECEIVE ADVERTISING BENEFITS YOUR CONTRACT SHOULD BE RECEIVED AT THE TFDA OFFICE NO LATER THAN FRIDAY, MARCH 17, 2017**

The cost of a booth space will be \$650.00 and a vehicle space will cost \$900.00 for the first car, \$700.00 for the second. *If you would like to request a corner booth there will be a \$50.00 holding fee; please add this to your total amount. Corner booth requests will be taken in the order they are received; if you do not receive a corner space this fee will be refunded to you.* All booth space will be 10' X 10' and the registration fee will be \$40.00 per person. Included with the purchase of an exhibit space, is two (2) complimentary registrations. **IT IS VERY IMPORTANT THAT YOU SUBMIT THE NAMES OF THOSE ATTENDING SO WE MAY PRE-REGISTER THEM.** (This will avoid a long wait in line at the registration desk.) See the attached form for your convenience.

We plan on exhibiting the following items: \_\_\_\_\_

Number of spaces: \_\_\_\_\_ Please list special request(s): \_\_\_\_\_

We enclose herewith our check in the amount of \$\_\_\_\_\_ payable to Tennessee Funeral Directors Association Convention, or by VISA or MASTER CARD which is in full payment of the exhibit space indicated herein. We understand this price includes the use of space for June 4-5, 2017, standard booth partitions; standard exhibit hall lighting, storage of crates and boxes; one (1) sign; and janitor service. (The entire exhibit hall is carpeted) PLEASE MAIL FORM ALONG WITH CHECK TO THE ABOVE ADDRESS.

It is agreed that the Exhibit Committee shall have full discretion and authority in the placing and arranging the exhibits to be displayed; that no exhibitor shall exceed the limits of his space or erect or place anything that would infringe on any adjacent space, and that additional signs, decorations, fabric, electrical connection, devices, etc., must meet with the approval of the Exhibit Committee and comply with the local fire ordinance of the National Board of Fire Underwriters.

We take cognizance of the rules and regulations of the Embassy Suites Hotel and Conference Center, the Tennessee Funeral Directors Convention, and any agreement entered into and between these parties and shall be bound by all such agreements and contracts, or any relating to the display of exhibits and conduct upon the premises, assuming such obligation and responsibilities in respect there to as are imposed, the same as in such provisions were written herein entirely.

Neither, the Tennessee Funeral Directors Convention, the Exhibit Committee, nor the Embassy Suites Hotel and Conference Center have any responsibility for property, whether it is at our booth, or anywhere else in Embassy Suites Hotel. The insuring of our Exhibit display and equipment, in route to the Convention at the show and during the return trip to our plant or warehouse, shall be our own responsibility.

NAME OF COMPANY EXHIBITING: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ CREDIT CARD: VISA or MASTER CARD; CARD NUMBER: \_\_\_\_\_

CARD EXPIRATION DATE: \_\_\_\_\_ PLEASE INCLUDE 3 DIGIT NUMBER ON BACK OF CARD: \_\_\_\_\_

**PLEASE CHECK ONE:**

We plan on setting up our display: \_\_\_\_\_ 1:00 pm - 5:00 pm, Saturday, June 3, or \_\_\_\_\_ 8:00 am - 5:00 pm Sunday, June 4, 2017

SIGNATURE OF CONTACT PERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

**Tennessee Funeral Directors Association, Inc.  
Tennessee Funeral Supply Sales Club  
1616 Church Street, Suite A, Nashville, TN 37203  
Phone (615) 321-8792 or (800) 537-1599 toll free  
Fax (615) 321-8794 Email: Office@tnfda.org**

Dear Exhibitor:

The Tennessee Funeral Directors Association and the Tennessee Funeral Supply Sales Club would like to extend to you an invitation to exhibit at our 114th Annual Convention to be held at the Embassy Suites Hotel and Conference Center in Murfreesboro, TN, June 4 -6, 2017.

Exhibits will be in the ballroom at the Embassy Suites Hotel and Conference Center. Enclosed is the exhibit contract which includes booth fee amounts; we ask that you return the completed contract to us along with the remittance. PLEASE RETURN THE COMPLETED CONTRACT BY FRIDAY, MARCH 17, 2017 FOR FULL ADVERTISING BENEFITS. Also, please note any special request you may have in the space provided on the contract.

**Saturday, June 3, 2017 beginning at 1:00 PM, and Sunday, June 4, 2017 starting at 8:00 AM has been reserved so you may move in and have your display set up without hardship. The registration booth will be open Sunday, June 4, 2017 beginning at 8:00 AM and continuing through 8:30 PM and Monday, June 5, 2016 from 8:00 AM until 5:00 PM.**

**WE ASK THAT YOU PLEASE NOT BREAKDOWN EXHIBIT SPACE UNTIL 3:00 PM MONDAY JUNE 5, 2017.  
ALSO, THE EMBASSY HOTEL REQUIRES WE MUST BE OUT OF THE EXHIBIT HALL BY 10:00 PM MONDAY JUNE 5, 2017.**

It is not our wish to exclude anyone from the 2017 Tennessee Funeral Directors Convention. HOWEVER, in order to protect those of you who financially support the annual display of merchandise, it has been approved by the Convention Planning Committee that only participating exhibitors will be permitted to register or participate in any of the convention activities. Non-participating suppliers and/or their representatives will not be permitted on the exhibit floor. Those suppliers who wish to participate, but do not wish to exhibit, may do so by contributing the price of one booth space to the Exhibit Committee. A sign designating the donor will be posted.

**EXHIBIT HOURS:**

**SUNDAY, JUNE 4, 2017 6:00 PM TO 8:30 PM  
MONDAY, JUNE 5, 2017 1:00 PM TO 3:00 PM**

We look forward to a most successful convention in June and hope to see you then. Please pre-register if possible and remember that you are invited to all functions. If you have any questions, please feel free to call the TFDA office at (615) 321-8792 or (800) 537-1599, fax (615) 321-8794 or by email Office@tnfda.org

In order for your company name to be included in pre-convention mailing, your application to exhibit MUST be received before Friday, March 17, 2017.

Cordially yours,

*David Bentley*

David Bentley  
Exhibit Committee Chairman

Exhibitors receive TWO free registrations per rented 10 X 10 booth space. Additional registrants are \$40 per attendant. Please print all attendants names below so that we can prepare registration material prior to arrival. This will prevent long lines at the registration desk.

PLEASE PRINT OR TYPE ALL INFORMATION

(If more space for names is needed, please feel free to make copies of this form)

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

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NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_ FAX :(\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE MAKE YOUR HOTEL RESERVATIONS DIRECTLY TO EMBASSY SUITES HOTEL AND CONFERENCE CENTER IN MURFREESBORO, TN (615) 890-4464.

FOR SPECIAL SLEEPING ROOM RATES PLEASE INFORM THE HOTEL YOU ARE WITH THE  
TENNESSEE FUNERAL DIRECTORS ASSOCIATION CONVENTION.

Thank you for your participation. Please feel free to contact us if we may be of service to you.

Tennessee Funeral Directors Association  
1616 Church Street  
Nashville, TN 37203  
Phone (615) 321-8792 or (615) 321-8793  
Toll Free (800) 537-1599  
Fax (615) 321-8794  
Email Office@tnfda.org

Tennessee Funeral Directors Association  
1616 Church Street, Suite A, Nashville, TN 37203  
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Toll Free (800) 537-1599  
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Dear Associate:

Each year the TFDA Governmental Affairs Committee presents the TFDA PAC Silent and Live Auction. This is a wonderful way for your company to not only show support, but also promote your company! Simple ways you can show your support.

**THEMED BASKETS:**

- Bring small items together to make a nice basket. For example, a spa-themed basket might include aroma therapy candles, lotion, bath salts and a gift certificate for a massage.
- A pet care themed basket could include biscuits, toys and bones.
- Use a large popcorn bowl for the container of a movie themed basket; popcorn, DVD's or a gift certificate for movie rentals.

**GIFT CERTIFICATES:**

- Gift certificates are a great silent auction item. When asking for a donation of goods or gift certificates, tell the manager about the cause. Services like massage therapy are popular, as well as gift certificates for restaurants, tires, groceries and liquor. Auction – goers will love that they can help while getting something practical in return.

**BIG TICKET ITEMS:**

- Larger donations are great silent auction items and can bring in serious money for a fund raising event. The tickets to events, like concerts, sports or festivals pique the interest auction goers and are very popular items. Vacations, airline tickets or time shares are also good big-ticket items.

Be creative, what would you like to donate?

We are very excited about this year's Silent and Live Auction being even a larger success than last year!

Sincerely,

Eric Carpenter  
TFDA Auction Committee  
(423) 736-3473  
eric.carpenter@charter.net

2017 TFDA/TFSSC 114th Annual Convention  
Embassy Suites Hotel and Conference Center, Murfreesboro, TN  
June 4 – 6, 2017

Dear Exhibitor:

The TFDA/TFSSC Convention Planning Committee is please to present the 2017 TFDA/TFSSC 114th Annual Convention.

We are offering exhibitors a range of additional recognition in a mixture of sponsorship levels. Our goal is to offer all companies on all levels an affordable sponsorship opportunity. We certainly hope you will take advantage at the level which is most convenient to you.

**SPONSORSHIP LEVELS**

**\$2,000.00 GOLD includes:**

- Company logo posted on the TFDA website,
- Company logo listed as sponsor at every convention function,
- Company listed as a convention sponsor on TFDA website,
- Company listed as a convention sponsor in the TFDA bi-monthly newsletter The Thanagram.

**\$1,500.00 SILVER includes:**

- Company logo listed as sponsor at every convention function,
- Company listed as a convention sponsor on TFDA website,
- Company listed as a convention sponsor in the TFDA bi-monthly newsletter The Thanagram.

**\$1,000.00 BRONZE includes:**

- Company logo listed as sponsor at every convention function;
- Company listed as a convention sponsor in the TFDA bi-monthly newsletter The Thanagram.

**\$500.00 COPPER includes:**

- Company listed as sponsors at every convention function.

In order to insure you and your company full recognition please have your 2016 TFDA/TFSSC convention exhibit contract to us by Friday, March 17, 2017.

Please log on to our website [www.tnfda.org](http://www.tnfda.org) for further details. Or, you may contact us at the TFDA office for any additional information.

From all of us on the TFDA/TFSSC Convention Planning Committee we would again like to thank you for your continued support!

Sincerely,

Greg Rush, Chairman  
TFDA/TFSSC Annual Convention