

# Annual Meeting

JUNE 16-18 | THE RITZ-CARLTON ORLANDO, GRANDE LAKES | ORLANDO, FLA.



## Exhibit Program

**SIGN UP TODAY TO RESERVE YOUR SPACE!**

Exhibiting at the TBA *Annual Meeting* is an ideal way to promote your company's products and services to the decision makers in the Tennessee banking community. Games, prizes, the Chairman's reception, and other meal functions are held in the exhibit area to increase traffic for your exhibits.

TBA is offering our members and associate members special pricing and priority for reserving space in the Exhibit Hall.

**Exhibit space assignments are restricted to members and associate members through the close of business on March 8.** Exhibit spaces will be assigned on a first-received basis. If space is available after March 8, companies on the waiting list will be assigned exhibit space based on the date their registration form and deposit are received in the TBA office.

**To assure the best booth location, please register early.**

### RITZ-CARLTON BALLROOM, SALONS 3-6



With each exhibit space purchased, the company is entitled to one full convention registration and two complimentary exhibit space personnel badges—a total of three complimentary exhibit space personnel. One of those is entitled to attend *all* convention functions, and the other two may attend only those activities taking place within the Exhibit Hall. Exhibitors may register additional personnel for the full *Annual Meeting* package at standard registration fees, or they may purchase an individual ticket to the final banquet only. There is a \$50 charge for additional booth personnel beyond the initial three.

## HOTEL ARRANGEMENTS

All exhibitors are responsible for making their own hotel reservations directly with The Ritz-Carlton. We encourage you to reserve your accommodations as early as possible as we expect the room block to sell out. Remember to advise Reservations that you are attending the Tennessee Bankers Association *Annual Meeting* to receive the discounted room rate.

## EXHIBIT SPACE FEES

TBA Members / Associate Members	Nonmembers
Each Exhibit Space	\$1,900
	\$3,800

This entitles you to an 8' x 10' exhibit space; one complimentary, full *Annual Meeting* registration plus two complimentary exhibit space personnel who may attend Exhibit Hall functions. Additional exhibit space personnel badges are available at \$50 each.

## ANNUAL MEETING REGISTRATION FEES

TBA Members / Associate Members	Nonmembers
Registration	\$925
Spouse	\$375
Children 18 and under	\$175
	\$1,850
	\$750
	\$350

Full *Annual Meeting* registration fees for additional personnel beyond the one complimentary are shown above. Participation in TBA programs is limited to members, associate members, and nonmembers from an eligible membership category at applicable member or nonmember rates.

## FULL REGISTRATION PACKAGE INCLUDES

- Exhibit Hall refreshments
- Chairman's reception
- All business sessions
- Dessert party
- Banquet reception
- Banquet and post-banquet reception

**GRAND PRIZE DRAWING**

**Tuesday, June 18**  
**12:25 p.m.**

You must be present to win!

## EXHIBITOR SHIPPING INFORMATION

**Freeman will accept shipments at their advance warehouse beginning on May 17.**

**Label must include:**

Exhibiting Company Name, Booth # \_\_\_\_\_  
 For: Tennessee Bankers Assn Annual Meeting  
 C/O Freeman  
 10088 General DR  
 Orlando, FL 32824

**Freeman will accept shipments shipped to The Ritz-Carlton beginning on Sunday, June 16.**

**Label must include:**

Attention: (Exhibiting Company Name/Contact), Booth # \_\_\_\_\_  
 TN Bankers Association – Exhibitor  
 C/O Freeman  
 The Ritz-Carlton Grande Lakes  
 4012 Central Florida Parkway  
 Orlando, FL 32837

## CONTACT

FREEMAN exhibitor services  
 407-816-3116  
[FreemanOrlandoES@freemanco.com](mailto:FreemanOrlandoES@freemanco.com)

## SHOW FACILITY

**If shipping directly to a guest at The Ritz-Carlton, do not ship to arrive before June 12. Please address the label:**

Attn: On-Site Exhibitor Contact/Company  
 TN Bankers Association – Arriving Exhibitor  
 Event Manager: Marjorie Trott  
 The Ritz-Carlton Grande Lakes  
 4012 Central Florida Parkway  
 Orlando, FL 32837

## EXHIBIT SPACE INFORMATION

**Cost:** \$1,900 each – TBA Members/Associate Members  
 \$3,800 each – Nonmembers

**Size:** 8' x 10'

**Includes:**

- 8' high back wall
- 3' high side rail
- ID sign
- Two Chairs
- One 6' draped table
- One wastebasket

## OFFICIAL SHOW SCHEDULE

### Sunday, June 16

Installation ..... Noon – 4:00 p.m.  
 Exhibit Hall Open ..... 4:30 p.m. – 7:00 p.m.

### Monday, June 17

Exhibit Hall Open ..... 7:30 a.m. – 8:30 a.m.  
 Exhibit Hall Open ..... 11:30 a.m. – 1:00 p.m.

### Tuesday, June 18

Exhibit Hall Open ..... 7:30 a.m. – 8:45 a.m.  
 Exhibit Hall Open ..... 11:30 a.m. – 12:30 p.m.  
 Grand Prize Drawing ..... 12:25 p.m.  
 Dismantling ..... 12:30 p.m. – 3:00 p.m.



# Exhibitor Licensing Agreement

JUNE 16-18 | THE RITZ-CARLTON ORLANDO, GRANDE LAKES | ORLANDO, FLA.

- Number of exhibit spaces needed: \_\_\_\_\_
- Select four exhibit space numbers from the diagram in order of preference:  
1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_
- Please list competitors below. We will make every effort to honor any request not to place competitors close together. However, last minute cancellations and the need to reassign those exhibit spaces prevent us from making any guarantees that you will not be near one of your competitors.

- With each exhibit space purchased, you are entitled to one full *Annual Meeting* registration and two complimentary exhibit space personnel badges (making a total of three complimentary exhibit space personnel with one of these persons entitled to attend **all** *Annual Meeting* functions). For each additional exhibit space personnel, there is a \$50 charge. Hotel registration and *Annual Meeting* forms will be sent to you after receipt of your exhibit space application.
- **A deposit of \$1,000 per exhibit space must accompany this request for exhibit space. This deposit is nonrefundable unless TBA resells the booth space. The balance must be paid at least 60 days prior to the opening of the show. Requests for exhibit space within 30 days of the show must include full payment.**
- No refund will be given for cancellations received within 60 days prior to *Annual Meeting*.
- **Exhibit space assignments will be made in the order of receipt of the request form and deposit. Preference will be given to TBA members and associate members through March 8. After March 8, any remaining exhibit spaces will be assigned to nonmembers in the order of receipt of their request form and deposit. Be sure to return this form promptly to assure the best location for your exhibit.**

**By signing below you are agreeing that you accept the terms and conditions of the Exhibitor Licensing Agreement.**

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Representative to be contacted for exhibit space arrangements: \_\_\_\_\_

Email: \_\_\_\_\_

**Representative** to receive complimentary full *Annual Meeting* registration:

1) \_\_\_\_\_

Email: \_\_\_\_\_

**Additional attendees who wish to fully register for the meeting and activities outside the Exhibit Hall should register separately at [TNBankers.org/annual](http://TNBankers.org/annual), or by using the provided registration form.**

**Complimentary** Exhibit Space Personnel: 2) \_\_\_\_\_

3) \_\_\_\_\_

**Paid** Exhibit Space Personnel (\$50 each) 1) \_\_\_\_\_

2) \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**\$1,900 per exhibit space – TBA members/associate members**  
**\$3,800 per exhibit space – nonmembers**  
**\$1,000 per booth deposit required**

TOTAL ENCLOSED: \$ \_\_\_\_\_

Method of payment:  VISA  MasterCard  
 Please make check payable to Tennessee Bankers Association.  Check Ck# \_\_\_\_\_

Card # \_\_\_\_\_

Exp Date \_\_\_\_\_

Name as it appears on card (please print)  
 \_\_\_\_\_

Billing Address \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_

**3 WAYS TO REGISTER!** 1. Scan this form and email it to [ppowlas@TNBankers.org](mailto:ppowlas@TNBankers.org) 2. Mail this form to the address on the right 3. Fax this form to 615-324-1987

**Return this form with full payment to:**  
Tennessee Bankers Association  
Attn: Penny Powlas  
211 Athens Way, Ste 100  
Nashville, TN 37228-1381

**Questions? Contact Penny Powlas:**  
Phone: 615-244-4871 or 800-964-5525  
Fax: 615-324-1987  
Email: [ppowlas@TNBankers.org](mailto:ppowlas@TNBankers.org)



Annual Meeting

# Exhibitor Licensing Agreement Terms and Conditions

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**1. AGREEMENT TO CONDITIONS:** By signing the reverse and placing an exhibit, each Exhibitor, for himself and his employees, agrees and consents to these terms and conditions. The term Exhibitor includes all individuals, employees, and agents of Exhibitor. It is understood and agreed that the sole control of the exhibit hall rests with Tennessee Bankers Association (hereinafter called TBA). TBA may appoint as its agent an Exhibits Manager.

**2. ASSIGNMENT OF SPACE:** TBA shall in its sole discretion assign exhibit space. TBA will accept requests for location, but will not be bound by such request. Classification of exhibits and assignment of space will be determined by the character of the proposed exhibits and individual requirements and preferences as to location for each Exhibitor. Once space has been assigned by TBA, no Exhibitor will be moved without agreement by the Exhibitor.

**3. PAYMENT:** A nonrefundable deposit of \$1,000 of the exhibit license fee must accompany each Request for Exhibit Space. The balance of the license fee must be paid at least 60 days prior to the opening of the *Annual Meeting*.

**4. CANCELLATION OR RELOCATION OF ANNUAL MEETING:** Should the Annual Meeting be cancelled, for any reason, the liability of TBA shall be limited to a refund of the license fee. Should the Annual Meeting be relocated or rescheduled, Exhibitor shall have the option to continue the space at the relocated site, if space is available, at the original licensing fee.

**5. CANCELLATION BY EXHIBITOR:** Should the Exhibitor be unable to occupy and use the exhibit space contracted for and should he notify TBA at least 60 days prior to the opening of the Annual Meeting, the licensing fee paid by the Exhibitor, less the deposit of \$900, will be refunded. No refund will be made if notice of cancellation is received less than 60 days prior to the opening of the Annual Meeting, unless the space is resold, in which case the Exhibitor will be entitled to a refund, less the deposit stated above.

**6. TBA RIGHT TO REMOVE THE EXHIBITOR'S PROPERTY:** TBA reserves the right to remove from the hotel or exhibit hall premises any or all of the property of the Exhibitor should the Annual Meeting be canceled or relocated or should the Exhibitor violate any of the conditions of the Exhibitor Licensing Agreement. If the license is canceled for violation of such conditions, TBA assumes no liability for the return of the license fee or any part thereof. The Exhibitor shall be liable for all cost of such removal, including but not limited to transportation, storage, and reasonable attorney's fees. In recognition of the common interest of all Exhibitors and TBA in maintaining the appropriate standards of decorum established in the Request for Exhibit Space. **THE EXHIBITOR WAIVES ANY AND ALL RIGHTS HE MAY HAVE TO ANY NOTICE OR HEARING PRIOR TO THE REMOVAL OF HIS PROPERTY FROM THE HOTEL OR EXHIBIT HALL.**

**7. TBA LIABILITY:** TBA undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the Exhibitor, his officials, agents, or employees or the protection of the property used in connection with the exhibit, from theft or damage or destruction by fire, accident, or any other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the Exhibitor. Any protection exercised, in fact, by TBA shall be deemed purely gratuitous on its part and shall in no way be construed by the Exhibitor that TBA has assumed any duty of care or liability.

**8. EXHIBITOR LIABILITY:** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend and save TBA, the HOTEL, its employees, agents, representatives, directors, and officers harmless against all claims, losses, and damages to persons or property, governmental charges or fines, and attorneys fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the HOTEL and its employees and agents.

**9. INSURANCE:** Exhibitor acknowledges that TBA and the HOTEL do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor and for Exhibitors liability to TBA, HOTEL, or third parties. In all cases, Exhibitors wishing to insure their property or against liability must do so at their own expenses.

**10. FORCE MAJEURE:** TBA shall not be liable for the fulfillment of this agreement as to delivery of space if no delivery is due to any act which would constitute FORCE MAJEURE or any other cause including but not limited to the following: destruction of or damage to the building or the exhibit area by fire or act of God; acts of public enemy; strikes; the authority of the law; or any cause beyond its control.

**11. PROTECTION OF THE EXHIBIT FACILITY:** Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the hotel exhibit area without permission from the proper building authority. Packing, unpacking, and assembly of exhibits shall be done only in designated areas and in conformity with directions of TBA or the hotel or Exhibits Manager or their assistants.

**12. EXHIBIT SPACES:** Standard exhibit space equipment—back and side wall draping, table, two chairs, identification sign, one wastebasket—will be provided by TBA without cost to the Exhibitor. If an Exhibitor plans to install a completely constructed display of such a character that the Exhibitor will not require or desire the use of standard exhibit space equipment, no part of such exhibit shall project as to obstruct the view of adjacent exhibit spaces. No display may exceed a height of eight feet of the back wall nor be higher than side wall specifications, except with the permission of the Exhibits Manager. Additional furnishings, equipment, or electrical access may be acquired by Exhibitor, at Exhibitor's expense, only from the Hotel or an Exhibits Service Company designated by TBA or Hotel.

**13. INSTALLATION AND DISMANTLING:** Specific requirements as to time for installation and dismantling of exhibits shall be supplied to each Exhibitor for the Annual Meeting. Such requirements shall be binding upon the license as though fully set forth herein. All exhibits must be in place and set up one hour prior to the time of the official opening of the Exhibit Hall. Space not occupied or set up by that time may be reassigned for other purposes by TBA or Exhibits Manager.

**14. DEFAULT OCCUPANCY:** Any Exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full license fee, and TBA shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall.

**15. VIOLATIONS OF THE CONDITIONS:** Any of the following actions by an Exhibitor shall constitute a violation of the conditions of the Exhibitor Licensing Agreement.

- Use of a display which varies in any significant way from its description in the Request for Exhibit Space.
- Violation of any municipal, state, or federal laws, rules, or regulations, including safety codes.
- Failure to follow the procedures prescribed in the Exhibitor License Agreement.
- Failure to remove Exhibitor's property from the Hotel or Exhibit area upon conclusion, cancellation, or relocation of the Annual Meeting.

**16. ACCESS TO DISPLAYS:** From time to time, TBA may promulgate such regulations governing hours of access to display and eligibilities for admission thereto as may be found in its judgment to be practicable.

**17. PERSONNEL:** All Exhibitors participating in the exhibit area of TBA Annual Meeting are expected to use special care wherever they deem it necessary to hire temporary help to assist in their exhibit or hospitality activities so that personnel so selected by them will be of a caliber in keeping with the high standards of the exhibition and the meeting. TBA shall have the right to deny admission to or have removed any Exhibitor or their personnel who in the opinion of TBA fails to meet this standard or who engages in lewd, obscene, or other objectionable conduct or attire.

**18. USE OF SPACE:** Exhibits shall be shown only in the official exhibit area provided in this Agreement. Exhibitors shall not be permitted to display articles, equipment, or information concerning services, or movies of such articles, equipment or services, in private suites or rooms during the Annual Meeting without prior approval of TBA.

**19. DISTRIBUTION OF PRINTED MATTER:** Exhibitor shall not distribute to Annual Meeting delegates printed matter, samples, souvenirs, and the like, except from within the exhibit area without application to and prior approval of TBA and Hotel.

**20. SELLING:** Sales may be made during the Annual Meeting by any Exhibitor or anyone on his behalf. These sales may be made within the exhibit hall or outside the hall.

**21. FUNCTION ATTENDANCE:** Personnel employed by Exhibitor must be registered with TBA and issued an official badge to enter the exhibit area. Personnel issued a full Annual Meeting registration shall be entitled to attend all public functions of the Annual Meeting. Personnel issued an exhibit space personnel badge are entitled access only to the exhibit area and are not entitled to attend any other functions of the Annual Meeting without official invitation. Should Exhibitor personnel attend any scheduled Annual Meeting function or any hosted event sponsored by a third party without an invitation either from an official of TBA, in the event of an officially scheduled function, or from a representative of the host of a third-party event, the TBA has the option (a) to terminate this agreement and Exhibitor license forthwith and remove the Exhibitor which this individual represents, his employee's agents, and property from the exhibit area without adjustment or refund of any part of the license fee, or (b) require the Exhibitor to pay an additional license fee equal to the full Annual Meeting registration cost for all Exhibitor personnel attending the Annual Meeting, plus a late registration penalty fee of \$100 per person.

**22. CONTESTS:** Exhibitors wishing to hold drawings or other contests wherein delegates will receive prizes may do so only after receiving written permission from TBA. Written permission must be received at least 30 days prior to the opening of the Annual Meeting. All drawings or contests must be completed and all prizes winners announced prior to the closing of the Annual Meeting. All prizes must be on display in the Exhibitor's exhibit space during the Annual Meeting. In the event that display of the prize is not practical because of its size or where other complications make display of the actual prize impossible, the Exhibitor must provide a photo for display and complete details as to the prize's size, approximate value, color, etc. to TBA no later than seven days prior to the opening of the Annual Meeting. Any drawing, raffle, or contest must comply with the law of the jurisdiction in which the Annual Meeting occurs.

**23. CONFLICTING MEETINGS AND SOCIAL ACTIVITIES:** In the interest of the success of the entire Annual Meeting, the Exhibitor agrees not to extend invitations, call or hold meetings, or otherwise encourage absence of members or Exhibitors from the Annual Meeting or exhibit hall during any scheduled event of the Annual Meeting.

**24. CHOICE OF LAW:** This Agreement is made and entered into in the State of Tennessee, whose law shall apply, and any dispute arising from this Agreement shall be brought in the State or federal courts within the State of Tennessee.