

Vendor Registration Form



2015 Tennessee Information Enforcement System (TIES) User Group Conference March 17 – 18, 2015

Please register my company/organization as a Vendor for the 2015 TIES User Group Conference. Enclosed are all applicable registration fees. I understand that I will work directly with the Conference Hotel for electricity, lodging, etc.

Name:	Title:
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Company/Organization:

Telephone:	Fax:	E-Mail:
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Mailing Address:

Please List the Names and Titles of those persons in your booth.

Name:	Title:
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Name:	Title:
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Vendor Spaces are \$250.00 each

(This fee includes exhibit space, wireless internet access, a table and chairs for the entire 1 ½ day Conference.)

Each additional table is \$25.00 each, per day.

I want _____ extra tables for _____ days at \$25.00 each, per day.

I am interested in contributing towards a refreshment break. \$ _____

I would like to provide a door prize. _____

My signature below confirms that I understand Vendor space location is available on a first come, first serve basis. Additionally, my vendor registration fee includes table(s) and chairs only. I am responsible for any additional charges incurred at the hotel (e.g., electricity, internet, meals, etc.).

Signature:	Date:
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TOTAL ENCLOSED \$ _____

Please mail completed registration form along with fees to the address below:

Make Check Payable to: TIES User Group	Mail To: TIES User Group P.O. Box 1511 Nashville, TN 37116
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Cancellation Policy: Cancellation of vendor registration **must be received by February 16, 2015**, after that no refund can be made. Substitution of personnel is recommended in lieu of cancellation after the cut-off date. Failure to attend or send a substitute will result in forfeiture of the full vendor registration fee. Please submit all requests for refund in writing to the TIES User Group at P.O. Box 1511, Nashville, TN 37116.

Questions? Please contact Jennifer Brandon at (731) 423-6098.