



Fall Conference Vendor Fair

October 21, 2010
1:30 – 5:00 p.m.



The East Tennessee Purchasing Association (ETPA) and the Tennessee Association of Public Purchasing (TAPP) are working together to offer a Purchasing Professional Development Conference in October at the Music Road Conference Center in Pigeon Forge, Tennessee. During the event on October 21, the conference will offer a Vendor Fair to procurement professionals from across the state. Don't miss this opportunity to exhibit your products and services to a collective group of procurement officers from government purchasing organizations.

Event Details

Date & Time of Event

October 21, 2010 from 1:30 p.m. to 5:00 p.m.

Location

Music Road Conference Center
303 Henderson Chapel Road
Pigeon Forge, Tennessee 37863

Registration

Go to www.etpanews.org/vendorfairregistration.html to register. If you do not have internet access or need assistance registering, contact Penny Owens at (865) 215-2648 or powens@cityofknoxville.org.

Note: **REGISTRATION ENDS SEPTEMBER 10, 2010.**

Cost

We offer multiple options for the vendor fair:

Vendor Booth only: \$165

Vendor Booth with electricity: \$190

Bronze Sponsorship (includes booth & electricity): \$250

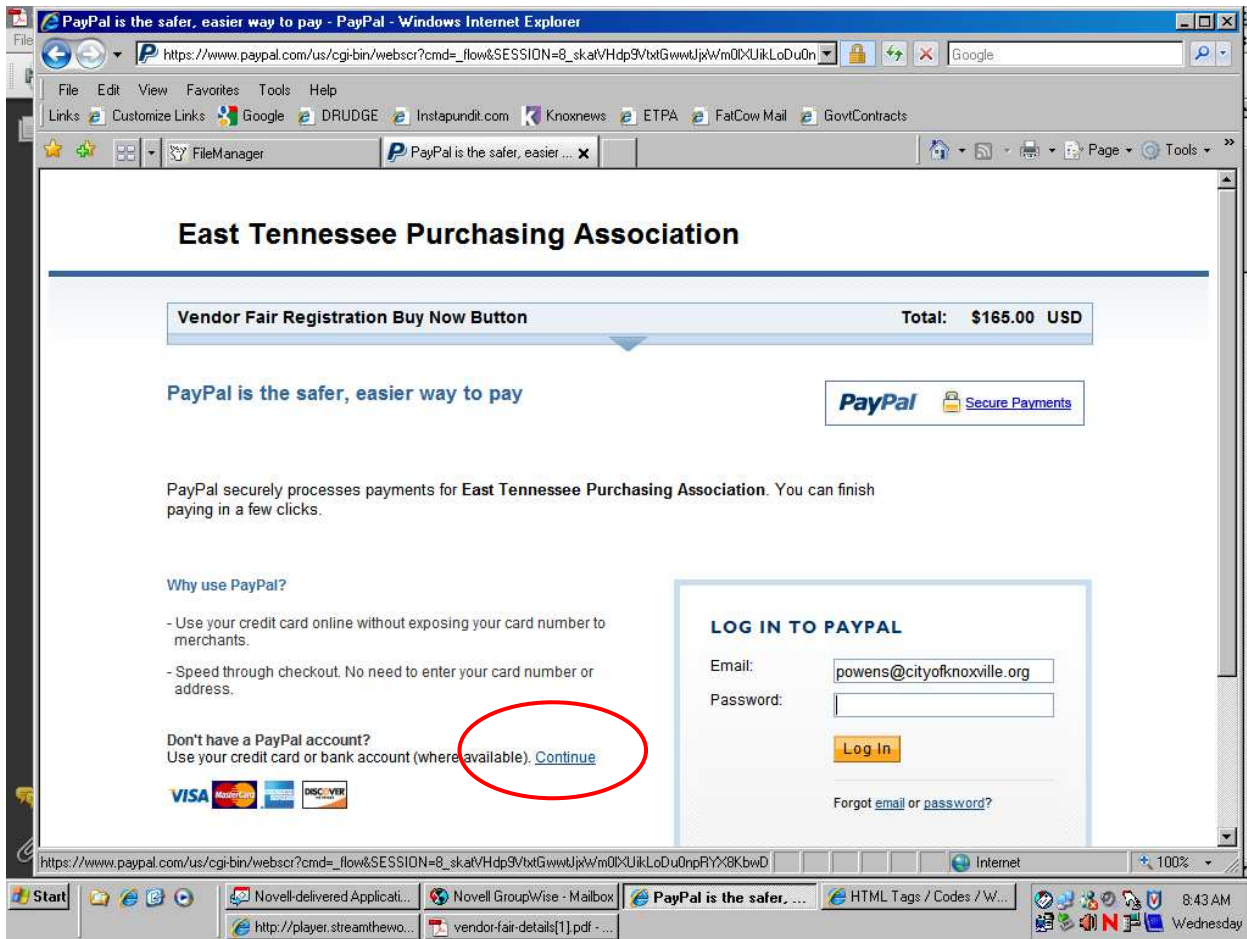
Silver Sponsorship (includes booth & electricity): \$500

Gold Sponsorship (includes booth & electricity): \$750

Platinum Sponsorship (includes booth & electricity): \$1,000

Payment can be made through PayPal at time of registration. If you cannot pay online, please contact Penny Owens at (865) 215-2648 or powens@cityofknoxville.org.

Note: You are not required to have a PayPal account to pay online. When you click on the Buy Now button, the following screen will appear. If you click on the "Continue" link shown below, you can complete payment without a PayPal account.



Booths

Booths consist of (1) eight foot draped table and two chairs. Please see the floor schematic (page 3) for spacing. The booths will be assigned on a first come, first served basis in numerical order. Wireless internet access will be available in the vendor fair area. Please indicate on your registration if you need electricity.

Booth Assignment

In order to guarantee exhibit space, full payment must be received. Booth space will not be confirmed or reflected as reserved either in writing or via email until payment is received in full.

Signage

You will be responsible to provide your own signage identifying your company. Numbers will be on the table when you arrive to identify your location.

Hours for installing display

Vendors may begin setting up for the vendor fair at 10:00 a.m. on Thursday, October 21. All displays must be in place by 1:00 p.m. on Thursday, October 21. Dismantling of displays may begin at 5:00 on the 21st.

Reception

Immediately following the Vendor Fair at 5:00 p.m., we will hold a reception for all the conference attendees and the Vendor Fair participants. Please feel free to attend the reception and have more opportunity to mingle with the procurement officers in attendance.

Vendor Fair Floor Schematic

