

**EMERGENCY MANAGEMENT ASSOCIATION OF TENNESSEE  
CONTRACT FOR VENDOR BOOTH**

**KNOX COUNTY, TENNESSEE  
SEPTEMBER 1-3, 2020  
KNOXVILLE CONVENTION CENTER**

We, the undersigned, hereby subscribe for a vendor booth at the Annual EMAT Conference – “Managing Risk & Creating Safer Communities” at The Knoxville Convention Center, Knox County, Tennessee, on September 1-3, 2020. For rental of said booth, the undersigned agrees to pay the appropriate fee no later than August 21, 2020. EMAT reserves the option of reassigning any booth space that has not been paid in full by this date.

CANCELLATION POLICY: Refund of booth rental fee, less a 50% administrative fee, will be made if written notice of booth rental cancellation is received by August 21, 2020, at the address below. Any cancellation received after this date will forfeit entire booth rental fee. The undersigned agrees to abide by the rules and regulations listed below affecting the convention regarding hours, signs and other such rules as may affect the equal rights of all exhibitors.

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**EXHIBIT SPACE REGULATIONS**

- 1) No exhibit shall block or interfere with the direct visibility of an adjoining exhibit.
- 2) No exhibitor shall be permitted to interfere with the orderly procedure of another exhibitor.
- 3) No exhibitor shall be permitted to erect an exhibit without having made full remittance of space rental fee or suitable arrangements with the Emergency Management Association of Tennessee.
- 4) Exhibit booth personnel shall always wear identification badges when in the exhibit area.
- 5) The Emergency Management Association of Tennessee is not responsible for the loss of property of exhibitors by theft, fire, or any other cause, but will provide security against theft during off-hours.
- 6) Exhibitors shall exercise maximum care in the prevention of fire and to avoid loss of valuable properties which are part of the exhibit and must conform to state and city fire prevention codes.
- 7) The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the convention/trade center and shall indemnify and hold harmless the convention/trade center, agents, servants, and employees from any and all such losses, damages and claims. EMAT shall not be responsible for the negligence or wrongdoing of the exhibitor's employees or agents. The exhibitor agrees to hold harmless and indemnify EMAT from any liability whatsoever resulting from the negligence or wrongdoing of its employees or agents.
- 8) The purpose of a booth is for the positive promotion of the exhibitor's product or service.
- 9) Booths must be operated for the full scheduled exhibit hours:  
    Tuesday, September 1, 2020 from 9:00 a.m. to 5:00 p.m.  
    Wednesday, September 2, 2020 from 8:00 a.m. to 4:00 p.m.
- 10) The booth includes a 10' x 10' booth, drapery, table, two chairs, a booth ID sign and a wastebasket.
- 11) Additional services (such as electrical outlet, wireless internet, TV, extra table/chair) may be rented from the Knoxville Convention Center. Additional services are the responsibility of the undersigned. **DO NOT CONTACT EMAT FOR THESE SERVICES!**
- 12) Two vendor tickets for each food event and opening night reception are provided with your paid contract. Additional tickets may be purchased now or at the conference for the food events. Additional vendor ID badges including meal tickets are \$75 each.
- 13) EMAT offers 16 hours of emergency preparedness training. Vendors representatives are eligible to attend sessions in order to obtain these credit hours.
- 14) Preferred exhibit space will be reserved for sponsors. Vendors may request their choice of location below but final placement will be determined by submission date of this form.

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

Contact Person: \_\_\_\_\_

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

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

Phone:(\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

ID Sign to Read: \_\_\_\_\_

Booth Space Preference: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Product/Service: \_\_\_\_\_

Names and Titles for Vendor ID Badge(s): \_\_\_\_\_

Signature of Vendor or Agent: \_\_\_\_\_

Please return this contract with your payment of **\$700 for one booth** to:  
**Emergency Management Association of Tennessee - Exhibitor**  
P.O. Box 1238  
Wartburg, TN 37887  
Phone 615-415-4747 Fax 423-346-7416  
Email: [mike.gregory@tennessee.edu](mailto:mike.gregory@tennessee.edu) & [Maureen.culberson@gmail.com](mailto:Maureen.culberson@gmail.com)