



68th Annual Conference Southeastern Association of Tax Administrators

July 15 - 18, 2018
Nashville, Tennessee

Vendor Exhibit Registration Form

Company Name (as it should appear in conference materials)

Street Address	City	State	ZIP Code
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Contact Name

Telephone Number	Fax Number	Email Address
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Company Website Address	Product/Services Exhibiting
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Are you an Industry Council member?		Yes	No		
	Industry Council Members	Nonmembers	Nonprofit Organizations	Fee Due (Payable in US Dollars)	
Single Booth (No. _____)	x \$1,000	\$1,500	\$1,000	=	\$ _____
Double Booth (No. _____)	x \$1,250	\$1,750	\$1,250	=	\$ _____
Total Amount Due:				=	\$ _____

Booth placement will be assigned by SEATA. All exhibits must be set up by 5:00pm on Sunday, July 15, and taken down by 5:30pm on Tuesday, July 17. Exhibit hours are as follows: 7:00am—4:30pm on July 16 and 17.

- A. Booths consist of the following: (i) one 8 ft. x 30 in. table for a single booth, or two 8 ft. x 30 in. tables for a double booth; (ii) table cloth for the table(s); and (iii) two chairs.
- B. Any special requests (i.e. electricity, Internet access, telephone line, etc.) **ARE NOT** included in the booth cost and should be directed to the Sheraton. Please contact Richard Hancock at rvhancock@PSAV.com for special requests.
- C. Indemnification:
- (i) Exhibitor, on behalf of itself, its employees, agents, servants, customers, and guests will protect, indemnify, and save harmless the Southeastern Association of Tax Administrators and its officers, board members, employees, agents, and servants against any penalties, damages, or charges imposed for violation of any laws or ordinances, occasioned, caused, or contributed to by any willful or negligent act of Exhibitor, its employees, agents, servants, customers, or guests.
- (ii) Exhibitor, on behalf of itself, its employees, agents, servants, customers, and guests will at all times protect, indemnify, and save harmless the Southeastern Association of Tax Administrators and its officers, board members, employees, agents, and servants against and from any and all losses, costs (including, but not limited to, attorney fees), claims, liabilities, damages, or other expenses arising out of or from any accident or other occurrence in connection with the use or occupation by Exhibitor of a booth(s) causing injury to any person or property, occasioned, caused, or contributed to by any willful or negligent act of Exhibitor, its employees, agents, servants, customers, or guests.
- D. **The above fee does not include delegate registration. All staff assigned to exhibitor booths must register as conference delegates.**

Return your completed form and full payment no later than June 1, 2018 to:

Darrell W. Smith, Executive Director
Southeastern Association of Tax Administrators
3672 Overlook Drive
Tallahassee, FL 32311-7863
Phone: (850) 577-0007 Fax: (850) 577-0010
Email: seatastates@comcast.net

For questions regarding exhibit space, please contact:

SEATA 2018 Exhibitor Committee
Tennessee Department of Revenue
Email: SEATA2018@TN.GOV