



Friday, March 6, 2020

State Career Development Conference

Dear Exhibitor/Event Sponsor:

You are invited to participate in the Tennessee Association of DECA State Career Development Conference in Chattanooga, Tennessee on **Friday, March 6, 2020** from 8 a.m. to 5 p.m. ET.

DECA prepares emerging leaders and entrepreneurs in the areas of marketing, finance, hospitality and management. DECA boasts over 6,000 members in Tennessee and over 220,000 members in high schools and colleges around the globe. DECA's comprehensive leadership program integrates classroom instructions, connects to businesses and organizations, and promotes competition.

Tennessee DECA is looking to provide an exhibition experience that is interactive and exciting for over 2,000 high school students and teachers. Whether you represent a university, technical school, corporation, or non-profit organization that is currently seeking new students, interns, or employees, you do not want to miss this opportunity to network with some of Tennessee's brightest students and teachers while promoting your organization.

Enclosed you will find all of the information you need to be a part of this fun-filled, educational event at the beautiful **Chattanooga Convention Center** downtown. To ensure proper exhibition space for your organization, please complete the enclosed form and email it to Steven.Mitchell@tn.gov no later than **Friday, February 14, 2020** at 5 p.m. to reserve your space. All exhibition setup must be done from 7 a.m. to 8 a.m. on Friday, March 6. Payments must be mailed to Tennessee DECA (*Attn: Steven J. Mitchell*) at the address below by Friday, February 28, 2020. All checks must be made payable to **Tennessee DECA**.

Lastly, if your organization is interested in providing additional sponsorship for one or more of our state competitive event categories (*click [here](#) for complete listing*) to help afford more students with opportunities to compete internationally or by providing judges for our competitions, please let me know by **February 14**. In exchange for your investment, we will promote your organization on our website, social media profiles, conference mobile app, and during our opening and awards sessions.

Thank you so much, and I hope to see you at our conference!



Steven J. Mitchell, MS, MAEd | State Advisor for Tennessee DECA

710 James Robertson Parkway, Andrew Johnson Tower, 11th Floor, Nashville, Tennessee 37243

Direct: (615) 532-2829 | Fax: (615) 532-8226 | Steven.Mitchell@tn.gov | DECATN.org

2020 EXHIBITOR CONTRACT AND REGISTRATION FORM

Tennessee DECA State Career Development Conference – (Please make a copy for your records.)

Company Name: _____

Exactly as you would like it to appear on your conference badge.

Primary Contact Name: _____

All future correspondence and confirmation will be sent via email to this person.

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Participant Names: Please list everyone, including the primary contact, who will be attending the conference as a part of your exhibition.

Name: _____ Email: _____

Name: _____ Email: _____

Exhibitor space will include one six foot table and two chairs. Additional electricity, internet, tables, chairs and furnishings can be provided by the Chattanooga Convention Center. Please email ExhibitorServices@chattconvention.org for special requests of that nature.

Exhibitor Space: _____ (Quantity) @ \$100/booth =Total: \$ _____

Includes 10 X 10 area, six foot table and two chairs

Please describe, in detail, the nature of your exhibit: _____

Does your exhibit include any give-a-ways? No Yes – Please Specify: _____

Each exhibitor is responsible for providing needed tents, signage, easels, and displays. Because of the nature of this conference, booth set up will be from 7 a.m. to 8 a.m. on Friday, March 6, 2020. Booth areas must be dismantled by 5:30 p.m. on Friday, March 6.

This signed form must be completed and emailed to Steven.Mitchell@tn.gov by **February 14, 2020**.

Checks should be made payable to **Tennessee DECA**.

Mail to: Tennessee DECA (Attn: Steven J. Mitchell)

710 James Robertson Parkway, Andrew Johnson Tower, 11th Floor

Nashville, Tennessee 37243

Payment Deadline: Friday, February 28, 2020

We agree to abide by the "exhibit specification" outlined by Tennessee DECA and to all conditions under which the exhibit area is leased to the organization. Said exhibit specifications and conditions become a part of this contract.

Signature _____ Date _____