

# Vendor Guidelines for TASM

## Meeting Sponsors

A contribution to support the TASM organization is appreciated at any time. Contributions should be mailed to the TASM Treasurer.

*There will be a maximum of 6 vendor exhibit tables at the fall and spring meetings as space permits. Sponsor/Vendors should reserve an exhibit table by contacting the current TASM Vice President. The cost for each exhibit table is set by the TASM Board and dependent upon current hotel fees for exhibits.*

*A vendor may also underwrite a TASM meal function on the training day or business meeting day of the fall or spring meetings. There shall be no more than one underwriter for each of the meal functions. The underwriter may provide a speaker to address the TASM membership during this function; however, the presentation should be educational in nature. The maximum time allowed for this presentation is 25 minutes.*

Recognition and a thank-you for your support for TASM will be provided during the meeting.

Complete sponsorship reservation form and send to current TASM Vice-President.

## CAMT Banquet Sponsors

- A contribution to support the TASM organization is appreciated at any time. Contributions should be coordinated through the current TASM Vice President.
- Sponsorships from multiple sources are desirable due to the high cost of the conference banquet.
- Vendor displays and presentations during the banquet are prohibited; however, sponsors may provide one-page flyers or other TASM Board approved materials that will be distributed by TASM to members at the banquet.
- Recognition and a thank-you for your support for TASM will be provided during the meeting.
- Complete sponsorship reservation form and send to current TASM Vice-President.

## Vendor Presentation Events for Fall and Spring TASM Meetings

- Requests to host an after meeting event on day 1 or a morning event on day 2 must be scheduled through the TASM Vice-President.
- A vendor is eligible to host one presentation every-other meeting year, unless space permits. This is to allow opportunities for a variety of vendor participation.
- Two event times are available at the end of day one: 4:00 pm, 7:00 pm.
- One event time is available in the morning before day two: 7:30 am (ending by 8:40 am).
- Event invitations are distributed by e-mail through the TASM secretary.
- Once an event is scheduled through TASM, it is the responsibility of the company to make all further arrangements directly with the hotel/meeting location provider.
- A contribution for meeting sponsorship is appreciated. Contributions should be mailed to the TASM Treasurer.