Tennessee Chapter
International Public Management Association for Human Resources
27th Annual TPMA Membership and Training Conference
April 15th – 17th, 2020
Music Road Resort Convention Center
Pigeon Forge, Tennessee

Exhibitor Prospectus
An Invitation to Exhibit/Sponsor/Advertise

Tennessee Chapter of the IPMA-HR
27th Annual Membership and Training Conference
April 15th – 17th, 2020
Music Road Resort Convention Center
Pigeon Forge, TN

You are cordially invited to exhibit/sponsor/advertise at the Tennessee Chapter of the International Public Management Association for Human Resources Annual Training and Membership Conference being held April 15-17, 2020. Music Road Resort Convention Center
303 Henderson Chapel Road
Pigeon Forge, TN 37863

About TPMA

TPMA is known as the “Tennessee Personnel Management Association” and is the official Tennessee Chapter of the International Public Management Association for Human Resources (IPMA-HR).

Chapter Mission

Fostering Public Sector HR Professional growth and sharing best practices.

Chapter Vision

To be recognized as the Premier resource for Public Sector HR in Tennessee.

Chapter Objectives

1. To provide a forum for persons engaged in public personnel administration to discuss their current problems and to provide a medium for their mutual self-improvement;
2. To implement the objectives and programs of the International Public Management Association for Human Resources within the chapter area;
3. To explain and interpret the objectives and methods of personnel administration to the general public, civic groups, government officials and employees;
4. To encourage and facilitate cooperative action among public jurisdictions and private employees within the chapter area on personnel problems of mutual concern; and
5. To provide educational opportunities for the membership to further the objectives of the Chapter in the form of conferences, seminars and regional meetings.
The Tennessee Personnel Management Association Annual Membership and Training Conference is part of TPMA’s overall mission to provide a forum for HR professionals to discuss current issues and provide educational opportunities to the membership. Approximately one hundred HR professionals from across the state of Tennessee will be coming to Pigeon Forge to participate in this educational program, work sessions, and recreational activities. Attendees will represent a unique cross-section of HR professionals from the public sector. These are the people who make personnel decisions for their organization and agencies including HR Directors, City Recorders and City Managers. We have arranged the conference program to allow attendees considerable interaction with the exhibitors.

Who Should Exhibit?

You will reach a receptive audience of public sector HR professionals (representing local, state and federal levels of government) if you manufacture, represent, distribute, or sell products/services in the following categories:

Assessment Tools and Training (Police, Fire, Administrative Support)
- Automated Performance Appraisal Systems
- Broad-banding and Pay for Performance
- Classroom Resource
- Compensation
- Benefits
- Learning and Development Seminars
- Software
- Computer Software
- Electronic Salary Survey Services
- Employee Health Promotion and Wellness
- Employee Recognition
- Employee Surveys
- Examination and Recruitment Planning
- FMLA, FEHA, VAWA, ADA Information
- Government Agencies
- HR and Payroll computer Systems
- Insurance Brokers
- Class and Comp Consultants
- Motivational Material
- Online Applicant Testing Services
- Online Recruitment Systems
- Performance Management Programs
- Publishers
- Recruitment
- Risk Management
- Safety Products
- Salary Data and Software
- Selection Testing
- Software Applications & Test Rental Vendors
- Standardized Test Products
- Stress Relievers
- Training & Technical Assistance
- Training Videos/DVDs on HR Topics
- Workforce Planning Tools

PLUS, YOUR PRODUCT OR SERVICE!
A Sampling of Current/Prior Exhibitors & Sponsors


General Information
Conference Date: April 15-17, 2020
Expo Date: April 15-16, 2020
Location: Music Road Resort Convention Center 303 Henderson Chapel Rd. Pigeon Forge, TN 37863
Reservations: (844)993-9644
Rate: $105.00 Single/Double Rate
Exhibit Size: Tabletop exhibits (Includes electricity upon request)
2020 Exhibit Fee Structure
(The exhibit fee will include one complimentary conference registration and one complimentary booth personnel registration. Additional attendees may register at the non-members rate)

Cost per Exhibit Space
$500 before March 15th, 2020
$550 between March 15th and April 1st, 2020
$600 after April 1st, 2020

2020 Exhibit Schedule & Sponsorship Opportunities

Tuesday, April 14th
7:30am – 8:00am Hosted Pre-Conference Continental Breakfast
10:00am – 10:30am Hosted Pre-conference Mid-morning Break
12:00noon – 1:00pm Hosted Pre-Conference Luncheon
2:00pm – 2:30pm Hosted Pre-Conference Break

Wednesday, April 15th
7:30am – 8:00am Hosted Pre-Conference Continental Breakfast
10:00am – 10:30am Hosted Pre-conference Mid-morning Break
10:00am – 12:00noon (Exhibitors Move-in)
12:00noon – 1:00pm Hosted Pre-Conference Luncheon
2:00pm – 2:30pm Hosted Conference Afternoon Break
6:30pm – 7:30pm Hosted Reception

Thursday, April 16th
8:00am – 8:30am Hosted Conference Continental Breakfast
10:00am – 10:30am Hosted Conference Mid-Morning Break
11:30am – 1:30pm Hosted Conference Luncheon
2:30pm – 3:00pm Hosted Conference Afternoon Break
3:00pm (Exhibitors Dismantle)

Friday, April 17th
8:30am – 9:30am Hosted Full Breakfast Buffet

Staffing of exhibits is optional during general sessions. Continental breakfast and refreshment breaks will be held each day in the Exhibit area to generate traffic. Door prize drawings will be held after each session of the conference and during the Thursday, April 16th, afternoon break. You are invited to draw for any special prizes you may bring at any time during the conference.

The following are included with each exhibit space

- Tabletop table with two chairs, wastebasket and electricity upon request.
- One Complimentary full conference registration (includes all meals and social activities)
- Opportunity to purchase additional conference registrations at the regular member rate for additional staff persons.
- One Complimentary booth personnel registration (does not include meals or social activities)
- Complimentary listing in the conference App, if available.
- List of conference attendees after the conference.
The following are not included with your exhibit space

- Decorations
- Internet connection
- Labor
- Water
- Guard service
- Gas

Additional services are available through the hotel service manager (appropriate charges may apply).

We expect to sell out the exhibit area very quickly, so don't delay. Complete the attached exhibitor application and mail it with your payment today or use the on-line registration to pay by credit card. Booth space will be assigned according to the date of receipt of exhibit application and required payments.

If you have questions, please contact Peter Voss, Conference Chair at (901) 481-6575 or Richard Stokes, Executive Director at (615)351-6495.
2020 Sponsorship Opportunities

Does the opportunity to promote your business among HR professionals from across the state fit in with your marketing objectives? Sponsorship at the conference will elevate your organization’s presence at this important local government HR event. Sponsorship opportunities are available on a first-come, first-served basis.

ALL SPONSORS RECEIVE THE FOLLOWING BENEFIT PACKAGE:

- Repeat exposure to approximately 100 attendees
- Free “Take-One” literature display

### Platinum Level Partner

**Past President’s Luncheon** $3,500  
**Thursday, April 16th, 2020**  
The Past President’s Luncheon is the first full non-seminar activity involving all participants. Recognition includes the opportunity to address the attendees.

**TPMA Social Events** $3,500  
**Thursday, April 16th, 2020**  
This year’s TPMA Social Event will provide attendees the opportunity to choose their activity. Sponsor both events. Recognition includes the opportunity to address the attendees.

**Platinum Level Partners Receive:**

- Complimentary full conference registration (includes tickets to all social activities)
- A promotional insert in the conference tote bag (*limited to a single item not to exceed 81/2” x 11”*)
- Complimentary exhibit space
- Conference registration list

### Gold Level Partner

**Full Breakfast** $1,500  
**Friday, April 17th, 2020**  
The culmination of the conference begins with a fully plated breakfast.

**Hospitality Suite** $1,500  
**Hospitality**  
**Wednesday, April 15th, 2020**  
Take this opportunity to formally host participants during their evening down time.

**Conference Program, Lanyard & name badges** $1,500

**Jim Dillard Golf Tournament** $1,500  
**Tuesday, April 14th, 2020**  
12:00pm – 4:00pm

**Gold Level Partners Receive:**

- Complimentary full conference registration (includes tickets to all social activities)
- A promotional insert in the conference tote bag (*limited to a single item not to exceed 81/2” x 11”*)
- Complimentary listing in the conference app
## Silver Level Partner

**Networking Breaks** $900 each  
*Wednesday and Thursday (24th & 25th, 2019)*

Refreshment areas in the exhibit area are highly visible centers of activity during session breaks. Place your promotional material around the area or provide company-branded napkins. Signs will announce your organization’s sponsorship of the networking break.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>April 15th, 2020</td>
<td>2:00pm – 2:30pm</td>
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<tr>
<td>April 16th, 2020</td>
<td>10:00am – 10:30am</td>
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<tr>
<td>April 17th, 2020</td>
<td>2:00pm – 2:30pm</td>
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**Conference Tote Bags** $900  
Distributed at registration, your logo will be carried throughout the event and into the future.

## Bronze Level Partner

**Bronze Level Partners Receive:**
- Your brand imprinted on each item.
- Conference listing in conference app

**Travel/Zip Drive** $750  
Zip Drives will be placed in every conference tote bag. The Drive will provide attendees with computer access to speaker presentations but will be used countless times storing and retrieving data.

**Pre-Conference Activities (The 3 Pillars of HR Certificate Program)**

The pre-conference session is attended by many young professionals seeking additional training opportunities through TPMA. Have your company’s name and brand recognized for your support of continued HR development. Expected attendance is from 20 – 30 participants.

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<th>Date</th>
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<th>Payment</th>
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<tr>
<td>Tuesday, April 14th</td>
<td>7:30am – 8:00am</td>
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<td>Tuesday, April 14th</td>
<td>12:00noon – 1:00pm</td>
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<td>Wednesday, April 15th</td>
<td>7:30am – 8:00am</td>
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## Honorable Mention

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<tr>
<td>Tuesday, April 14th</td>
<td>10:00am – 10:30am</td>
<td>$375</td>
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<tr>
<td>Tuesday, April 14th</td>
<td>2:00pm – 2:30pm</td>
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<tr>
<td>Wednesday, April 15th</td>
<td>10:00am – 10:30am</td>
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Application and Contract
For Exhibit Space/Sponsorship

The undersigned hereby applies for space at the TN Chapter of IPMA-HR Membership and Training Conference to be held in Pigeon Forge, TN, April 15-17, 2020 at the Music Road Resort Convention Center, and agree that if accepted will be bound by the conditions, rules and requirements specified herein.

PLEASE COMPLETE APPLICATION FORM BELOW AND RETURN TO:
TPMA
P.O. Box 68446
Nashville, TN 37206-8446

Company Name: ___________________________________________________________
(as it should appear in registration material)

Company Address: _______________________________________________________

City: _____________________________ State: _____ Zip: _______________________

Telephone: _______________________ Fax Number: ___________________________

E-mail: __________________________ Website: ______________________________

Submitted by: ________________________________

Signature: ________________________________

A. EXHIBIT SPACE

# of booths X $__________ = $___________ total
(Below pricing is for first booth. Additional booth(s) at $200 each)

On or before March 15, 2020 ______ $500 Additional Booth ______ $200
Between March 15th and April 1st ______ $550 Additional Registrant ______ $200
After April 1, 2020 ______ $600 (Complete Section D)

Complimentary Registrant ______ $ 0

Will you need electricity? Yes No

PRODUCT/SERVICE DESCRIPTION

B. SPONSORSHIP
(Indicate one preferred event below at the desired sponsorship level)

Assignment of sponsorships for a particular event/item is on a first-come, first-served basis.

<table>
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<tr>
<th>Platinum $3,500</th>
<th>Gold $1,500</th>
<th>Silver $900</th>
<th>Bronze $750</th>
<th>Honorable Mention 375</th>
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<tbody>
<tr>
<td>Past President’s Luncheon</td>
<td>Full Breakfast</td>
<td>Networking Break</td>
<td>Travel/Zip Drive</td>
<td>Pre-Conference Breakfast Break: Mid-Morning</td>
</tr>
<tr>
<td>Social Event</td>
<td>Hospitality Suite</td>
<td>Conference Bag</td>
<td>Pre-Conference Breakfast</td>
<td>Pre-Conference Break: Afternoon</td>
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C. **COMPLIMENTARY REGISTRANTS:** *(includes all meals and social activities)*

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<tr>
<th>Name</th>
<th>Address (if different from above)</th>
<th>City (if different from above)</th>
<th>State</th>
<th>Telephone Number (if different from above)</th>
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D. **COMPLIMENTARY STAFF REGISTRATION:** *(includes no meals or social activities)*

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<th>Name</th>
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E. **Other Company Representative @ $200.00:** *(includes all meals and social activities ($225 after 4/1/2020)*

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<th>Name</th>
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F. **EXHIBITING TERMS**

1. Assignment of space shall be determined according to earliest post marks.
2. Assignment of space shall be made by the conference exhibit coordinator and considered accepted, unless rejected in writing within ten days of notification of space assigned.
3. Additional registrations are available at the regular conference rate of $200.00. ($225 after April 1, 2020)
4. All space reservations will be made on a first come, first-served basis. Cancellation prior to March 20th, 2020 will be honored with a full refund. 50% refunds will be made if cancelled between March 15th, 2020 and April 1, 2020. No refund will be issued after April 1, 2020.

G. **PAYMENT INFORMATION**

Payment in full should accompany this agreement or arrangements should be made with either the Exhibit/Sponsorship Chairperson or the TPMA Executive Director.

**Total Amount Enclosed:** ____________________________________________________________

Method of Payment: (Check One)

- [ ] Please Bill us
- [ ] Check payable to TPMA
- [ ] Credit Card (on-line only) *

Make Check payable to:

TPMA
P.O. Box 68446
Nashville, TN 37206-8446

* Credit Card can only be used by completing the exhibitor/sponsor/advertiser on-line registration at:

https://tpma27.wildapricot.org/event-3655178
2020 Conference General Information

ACCOMMODATIONS
The conference will be held at the Music Road Resort Convention Center in Pigeon Forge, Tennessee. The rate is $105.00 per night. Reservations should be made by April 2nd, 2020 to get the conference rate. In order to best serve our attendees, you can make your reservations by calling the hotel directly or on-line.

Call 1-855-790-4646 and mention the Group Booking ID “10132” to our reservation agent. Please note, this option is best if you’re interested in booking additional days, whether before or after the blocked group dates, or if you would like to reserve multiple rooms at the same time;

or

Make a reservation online by clicking the following link, which will take you directly to your group block in our reservation system:
https://reservations.travelclick.com/103047?NCK=8557904646&groupID=2748657

HOTEL SHIPPING ADDRESS:
Music Road Resort
303 Henderson Chapel Rd.
Pigeon Forge, TN 37863

SPECIAL ACCOMMODATIONS
TPMA will seek to accommodate all persons with disabilities. If you require such special accommodations, please contact Richard Stokes, Executive Director at (615)351-6495

For More Information
Peter Voss, Conference Chair at (901)481-6575; or Richard Stokes, Executive Director at (615)351-6495.
Tennessee Chapter
Officers and Board
Members

Officers:

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Cheryl Lewis Smith
City of LaVergne

President-Elect
Rebecca Hunter
Former Commissioner
TNDOHR

Immediate Past President
Felecia Boyd
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Treasurer
Paula Taylor
Knox County Sheriff’s Office
Merit System

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TPMA
P.O. Box 68446
Nashville, TN 37206-8446