

1. Please type company information as you wish it to be printed in the ***Final Program*** and exhibitor signage. Email completed page to: Steven.aronson@fedex.com.

Company name

Address

City State Zip

Phone ( ) Fax ( )

Generic Company Email (example, sales@, info@)

Company Web

2. Contact person for our exhibit:

Contact name

Address if different from above

City State Zip

Phone ( ) Fax ( )

Email

3. You are hereby authorized to reserve space for our use in the exhibit area of the Employee Learning Week Event to be held at the FedEx World Technology Center in Collierville, TN, December 7, 2012. We have completed the online registration for the event and have either made payment online or have sent it to 4728 Spottswood Ave. #290, Memphis, TN 38117. We acknowledge the exhibit space will not be completely reserved until payment has been received. We agree to abide by all of the requirements, restrictions, and obligations set forth in the Exhibitor Prospectus and any other rules and directives, which at any time are issued by exhibit management on behalf of ASTD Memphis.

Authorized signature:

4. We wish to avoid having our exhibit located adjacent to or directly opposite the following companies (no more than two):

1. 2.

After the priority point deadline (Nov. 2), an ASTD representative will start booth assignments in priority point order. This person will be contacting your exhibitor contact person to discuss and confirm booth location space. This process can take up to 2 weeks, so please remember, depending on your priority point number, it could be several days before you are contacted.