



MEETING ROOM RESERVATION FORM

If you would like to reserve a room for a business meeting or hospitality function at the Henry B. Gonzalez Convention Center, please provide the following information. By completing and returning this form, the exhibitor agrees to host their meeting or hospitality function in such a manner that it does not conflict in a major way with any of the Nursery/Landscape Expo events.

DEADLINE: AUGUST 1, 2010

To take advantage of this opportunity, complete the information below and return the form to TNLA at 7730 South IH-35, Austin, TX 78745 or fax to 512.280.3012.

COMPANY NAME _____ CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

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TELEPHONE _____ FAX _____ EMAIL _____

MEETING DESCRIPTION _____

Meeting Time & Size

Date of Meeting ____/____/____ Start Time _____ End Time _____ Est. # of Attendees _____

TYPE OF FUNCTION

- MEETING
- BREAKFAST
- LUNCHEON
- COCKTAIL RECEPTION
- OTHER _____

ROOM SET-UP

- THEATER
- CLASSROOM
- CONFERENCE
- HOLLOW SQUARE
- U-SHAPE
- HEAD TABLE
- ROUND TABLES
- OTHER _____

Signature _____ Date ____/____/____

Upon receipt of the meeting room reservation form, Texas Nursery & Landscape Association will send a confirmation detailing your request. You will also receive information on catering and AV needs.

FOR MORE INFORMATION, CONTACT THE TEXAS NURSERY & LANDSCAPE ASSOCIATION.
 WWW.NURSERYLANDSCAPEEXPO.ORG • EXPO@NURSERYLANDSCAPEEXPO.ORG • 512.579.3857



BOOTH BILL OF SALE

All booth display materials sold or transferred to another company must remain in your exhibit space until the close of the 2010 Nursery/Landscape EXPO at 3:00 pm on Sunday, August 22, 2010. Absolutely no material will be permitted to leave the Henry B. Gonzalez Convention Center until the close of the EXPO. No wheeled dollies, carts, wagons, etc. will be allowed in or out of the exhibit hall prior to 8pm on Sunday, August 22nd.

Nursery/Landscape Expo is not responsible for security of purchased materials. During this very hectic time with over 600 exhibitors moving out in a matter of hours, it is important to take every precaution in securing your exhibit materials.

Please complete this Booth Bill of Sale for any individual you may turn ownership of your product to and clearly mark your booth SOLD and who it is sold to. It is also a good idea to wrap your material with flagging tape.

COMPANY NAME	CONTACT	2010 BOOTH NO.	
ADDRESS			
CITY	STATE	ZIP	
() -	() -		
ON-SITE TELEPHONE	FAX		
AUTHORIZED SIGNATURE	AUTHORIZED NAME (PLEASE PRINT)		

SOLD TO

COMPANY NAME	CONTACT		
ADDRESS			
CITY	STATE	ZIP	
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ON-SITE TELEPHONE	FAX		
AUTHORIZED SIGNATURE	AUTHORIZED NAME (PLEASE PRINT)		

Absolutely no material will be permitted to be removed from the show floor prior to 3:00 pm on Sunday, August 22, 2010. No wheeled dollies, carts, wagons, etc. will be allowed in or out of the exhibit hall prior to 8pm on Sunday, August 22nd.

**FOR MORE INFORMATION, CONTACT THE TEXAS NURSERY & LANDSCAPE ASSOCIATION.
WWW.NURSERYLANDSCAPEEXPO.ORG • EXPO@NURSERYLANDSCAPEEXPO.ORG • 512.579.3857**



ARE YOU JOB HUNTING? HAVE POSITIONS AVAILABLE?

Whether you're looking for a job or wanting to hire, EXPO's JOBLINK can help get you connected with the right people in your industry by posting your listing in a highly visible location at the main entrance of EXPO!

Please complete the information on the next page and be sure to include as much appropriate information as possible in the space allotted before returning the form to TNLA. Must mail form to 7730 SOUTH IH-35, AUSTIN, TX 78745, email to expo@nurserylandscapeexpo.org, or fax to 512.280.3012 **by the deadline, AUGUST 1, 2010**, to ensure placement on the JOBLINK board. Please type or print neatly since the JOBLINK Information Forms will be duplicated exactly as we receive them **LIMIT INFORMATION TO ONE PAGE ONLY USING THE FORM PROVIDED.**

