

Hello UPTA Company Reps!

First, thank you for your patience, as over the last few months, we gathered information from company reps, talent, HR professionals, the Sheraton Memphis Downtown, and the Renasant Convention Center.

In a survey we conducted last July, by more than a 4 to 1 margin, company reps felt more strongly about keeping callbacks out of hotel sleeping rooms.

Based on this survey, and following the recommendations and feedback from HR professionals, company reps, and talent attendees, UPTA will no longer have callbacks in hotel sleeping rooms at The Sheraton Memphis Downtown.

If you intend to have callbacks or interviews during the convention, we request that all companies utilize either multi-room suites and parlors or break-out meeting rooms at The Sheraton Memphis Downtown, or one of the 17 convention spaces that UPTA has reserved at the adjoining Renasant Convention Center.

Here is the break down of available spaces, cost, and reservation process.

Of course, all reservations are first-come, first-served, and based on availability.

I encourage you to make your callback space reservations as soon as possible.

The Sheraton Memphis Downtown

There are a handful of multi-room suites and parlors available and must be reserved directly with the hotel.

Rates for these spaces vary between \$150 - \$165/night.

Contact Alexandria Thomas, athomas@sheratonmemphisdowntown.com, 901-214-3612.

There are 10 meeting room spaces highlighted in pink on the hotel map below available and must be reserved directly with the hotel.

Contact Dorian Dougherty, DDougherty@sheratonmemphisdowntown.com, 713-377-0230

Billing and Payment for these 10 spaces is paid directly to the Sheraton Memphis Downtown

<i>Nashville</i>	<i>Chattanooga</i>	<i>Jackson</i>	<i>Azalea</i>
<i>Oxford</i>	<i>Gatlin</i>	<i>St. Louis</i>	<i>Memphis</i>
<i>Natchez</i>	<i>Beale</i>		

Unless you have a 24 hour hold on a space, more than one company may be scheduled into that space

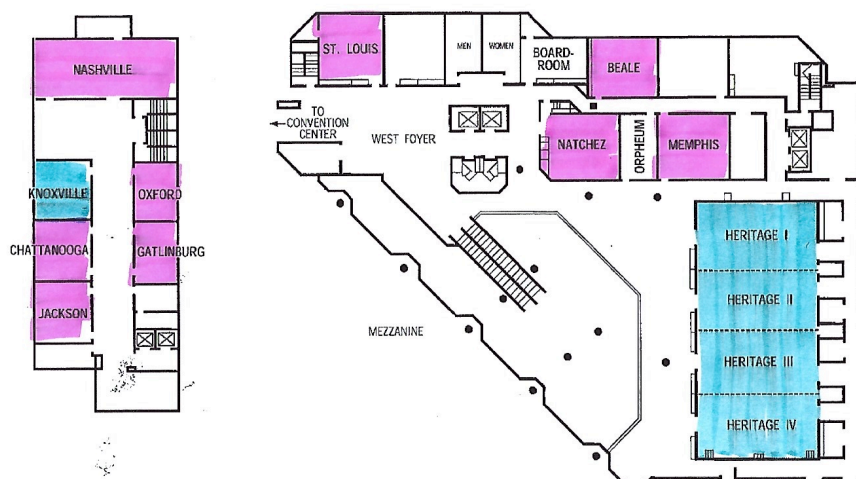
(i.e. Nashville Room: company ABC from 4p - 8p and company XYZ from 8p - 12m)

The contracted rates for all these spaces are:

A. 1 day only-- \$300/4 hour block

B. \$600 for 24 hour hold

B. Multiple days --\$600 for a 24 hour hold 1st day; \$300 a day 24 hour hold thereafter plus service fee and sales tax



Azalea room
located on
1st floor

Meeting Room	Dimensions (WxLxH)		Capacity					
	U.S.	Sq. Ft.	Theater	Schoolroom	Conference	U-Shape	Reception	Banquet
Heritage Ballroom	46x102x12	4,692	425	280	—	—	400	360
Salon I, II, III or IV	25x46x12	1,150	100	60	40	45	100	80
St. Louis	24x27x11	648	50	36	25	20	50	50
Boardroom	17x25x11	425	—	—	16	—	—	—
Beale	24x25x10	600	50	30	20	25	50	40
Natchez	25x30x11	675	50	36	20	25	50	40
Orpheum	23x12x10	295	20	12	10	10	20	12
Memphis	24x26x11	624	50	36	24	20	50	40
Nashville	26x59x11	1,600	200	100	60	50	150	140
Knoxville	23x26x11	616	50	36	25	22	50	50
Chattanooga	23x26x11	623	50	36	25	22	50	50
Jackson	23x26x11	623	50	36	25	22	50	50
Oxford	17x25x11	462	35	24	16	12	30	30
Gatlinburg	17x26x11	551	—	—	12	—	—	—

Spaces highlighted in blue above at The Sheraton Memphis Downtown must be reserved directly with Michael Detroit, UPTA:

Contact Michael Detroit, 901-937-6464, upta@upta.org

Billing for these 2 spaces paid directly to UPTA

The rates for these spaces are

Knoxville

- A. \$65/hr.
- B. \$200/4 hours
- C. \$250/day

Heritage Ballroom (where dance call is held)

8:30p - 12:30a only
(or, as soon as dance call is over)
\$200/4 hours

The Renasant Convention Center

Spaces circled on the map below must be reserved directly with Michael Detroit, UPTA:

Contact Michael Detroit, 901-937-6464, upta@upta.org

Billing for these 8 spaces paid directly to UPTA

30' x 31'

102A 102B 107A 107B 109A 109B 115A
115B

Rates for these spaces are

A. \$65/hr

B. \$200/4 hr block

C. \$250/day (8a - 11:59a)

Spaces starred on the map below must be reserved directly with Michael Detroit, UPTA:

Contact Michael Detroit, 901-937-6464, upta@upta.org

Billing for these 4 spaces paid directly to UPTA

25'26' x 60'

104 105 111 112

Rates for these spaces are

A. \$75/hr

B. \$300/4 hr block

C. \$350/day (8a - 11:59a)

Spaces hash tagged on the map below must be reserved directly with Michael Detroit, UPTA:

Contact Michael Detroit, 901-937-6464, upta@upta.org

Billing for these 5 spaces paid directly to UPTA

30'31' x 60'

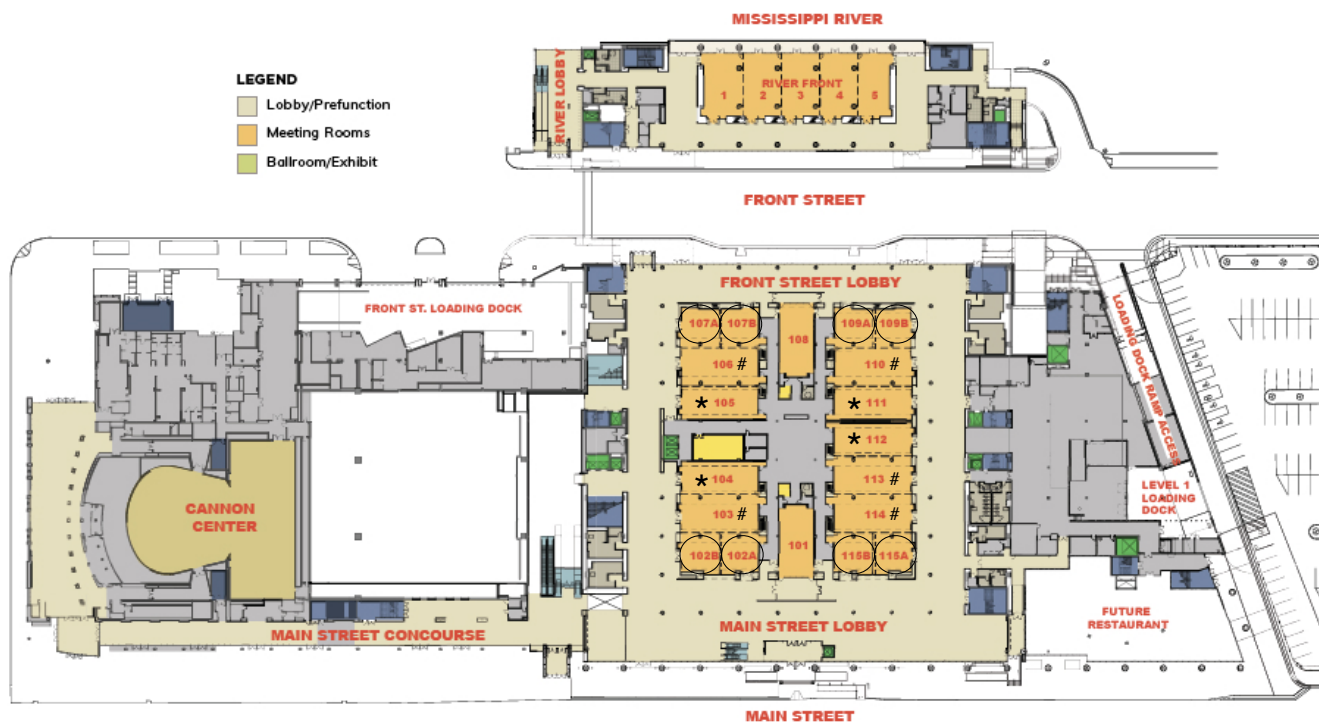
103 106 110 113 114

Rates for these spaces are

A. \$85/hr

B. \$325/4 hr block

C. \$375/day (8a - 11:59a)



Again, thank you for your patience, and certainly, if you have any questions or concerns, please contact Michael Detroit, 901-937-6464, upta@upta.org