



JED G. WEINTRAUB
Clerk of Court

OFFICE OF THE CLERK

200 Jefferson Avenue
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Telephone 901-328-3500

To Whom It May Concern:

If you have accommodations that can fit the following criteria for our Human Resources Forum during the days of 9/22/15-9/25/15, please e-mail us at hrforum@tnwb.uscourts.gov or call Justin Foreman at 901-328-3656 by close of business 04/10/2015.

1. 150-225 rooms at the Federal Government per diem rate
2. Your accommodation must be located within 1 mile of 200 Jefferson Ave, Memphis, TN 38103
3. A meeting space that can accommodate 225 people
4. 7 separate breakout meeting rooms to accommodate 30 people each
5. You must be able to provide food for 225 people in-house

Thank you and we look forward to hearing from you.