



JOIN US IN CHATTANOOGA!

The Tennessee Society of Association Executives (TNSAE) Annual Tradeshow is scheduled for **Friday, December 7** at the Chattanooga Convention Center. We invite you to join us as an exhibitor! Enclosed are details about this year's tradeshow.

This Year's Theme is MADE IN THE SOUTH! From music to movies to musicians/celebrities to sweet treats/food to bourbon/beverages to festivals ...the list goes on!

Booth Awards: TNSAE's Booth Judges will circulate during the Tradeshow and prize categories will be announced soon.

Booth Height Details: As has been the tradition of the TNSAE tradeshow, this show is set up in an "open tradeshow" floor plan. This plan limits the height of the interior exhibit booths to 60". Only perimeter booths may be up to 96". Height is measured from the floor, not the table. **This will be strictly enforced again this year, and includes tabletop displays and pop-up signs. Items more than 60" tall will not be allowed in interior booth displays.

*Exhibit booths are sold on a first-come, first-served basis. Reserve Your Space Today!

If you have any questions about this year's tradeshow, please contact me anytime.

Jamie Flynn, CAE, IOM
TNSAE Executive Director
615-298-5944
jamie@tnsae.org

TNSAE TRADESHOW EXHIBITOR RULES

These rules and regulations governing the exhibits under the auspices of TNSAE are part of the application and contract for space.

Booth Sizes and Amenities

Interior booths are 10' x 10'. Each interior booth includes a 3' high back drape, 6' skirted table, two chairs, a one-line identification sign, wastebasket and two full registrations. Display items in interior booth spaces may not be taller than 60", including all signage (e.g. pop-up signs taller than 60" are not allowed).

Perimeter booths are 10' x 10'. Each perimeter booth includes an 8' high back drape, 6' skirted table, two chairs, a one-line identification sign, wastebasket and two full registrations.

Exhibit Fees

Interior Booth:	\$745 for TNSAE members, \$945 for nonmembers
Perimeter Booth:	\$895 for TNSAE members, \$1,095 for nonmembers

How to Apply

Each booth must submit one signed contract and payment for each booth space requested.

If you are sharing a booth, submit one contract and payment for both organizations. Do not send duplicates.

Payment in full is required to hold the booth space. Booths are assigned on a first-come, first-served basis.

If an exhibit contract and exhibit fee do not arrive at the same time, the receipt date of the payment will be used to determine booth assignment order. No reservations are accepted over the phone.

Exhibit space will be assigned by November 12, 2018, and all payments are required by this date.

How to Apply for Block Groupings

All "How to Apply" rules govern, in addition to the following:

Any hotel chain, convention bureau or other marketing coalition who wishes to have their contracts considered as a "block" MUST submit their contracts in one envelope or

email. Each block should have an organizer who coordinates contracts and payments into the one envelope/email being forwarded to TNSAE.

Noise

Public address, sound producing or amplifying devices that project sound beyond the exhibitor's space is prohibited.

Use of Space

Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear. Safety, fire exits and equipment must be left accessible and in full view at all times. No helium-filled balloons or popcorn machines are allowed. Perimeter booths are not to exceed 96 inches in height from the floor. Interior booths are not to exceed 60 inches in height from the floor.

Liability

By exhibiting, exhibitor for and on behalf of itself, its employees, agents, and invitees, and each other, releases and waives any and all claims, demands or actions against TNSAE, Chattanooga Convention Center, and Fern Exhibition & Event Services and their respective officers, directors, employees, and agents resulting from any act or omission of exhibitor, its employees, agents, and invitees. In addition, exhibitor agrees to hold harmless and indemnify TNSAE, Chattanooga Convention Center, and Fern Exhibition & Event Services and their respective officers, directors, employees, and agents and each of them from any and all claims, demands or actions arising out of or as a result of any act or omission on the part of the exhibitor, its officers, directors employees, agents or invitees, and each of them, as a result of its exhibit or otherwise related to the TNSAE Tradeshow.

Security

Insurance of booth contents and personnel is recommended. TNSAE does not insure exhibitor property. TNSAE shall use reasonable care during the hours of installation, the show and dismantling for the protection of the exhibitors' materials and displays. Beyond this, TNSAE, the show facility, their respective officers, directors, and employees or agents shall not be responsible for the safety or protection of the property of the exhibitor, its employees and agents for any cause.

Restrictions

TNSAE reserves the right to prohibit or require the removal of any display or exhibit or any part of an exhibit which it deems not suitable or in accordance with these regulations or in accordance with acceptable professional ethics or prohibits for other reasons deemed necessary or appropriate by TNSAE Tradeshow Management. All exhibits shall conform in all respects to applicable safety, health and fire codes plus rules of the Chattanooga Convention Center.

Cancellations

Applicants who apply for space may cancel, in writing, prior to November 1, 2018, and receive a refund of their payment minus a 25 percent administrative fee. Applicants who cancel after November 1, 2018, will not receive a refund, regardless of cause. Cancellations must be submitted in writing to TNSAE.

Failure to Occupy Space

Any space not occupied by 7 a.m. on December 7, 2018, shall be deemed forfeited by exhibitor and no refund shall be paid. TNSAE may reassign such space at its discretion without any obligation to the exhibitor.

Food and Beverage

No food or beverage items, even in sample form, are allowed in exhibit booths without prior written approval. Please contact the TNSAE office for more information.

Exhibitor Decorator

Furnishings, electrical, floral arrangements, or audio-visual needs may be ordered on forms provided in the exhibitor kit that will be provided by Fern Exhibit & Event Services. Scott Shepherd (615-256-0357, sshepherd@fernexpo.com) is the main contact for inquiries.

Admission

TNSAE Tradeshow shall have sole control over all admissions. Badges must be work at all times.

Installation & Removal of Exhibits

Installation of exhibits will be the afternoon of Thursday, Dec. 6 and the early morning of Friday, Dec. 7. Exact time frames will be provided in exhibitor kit.

No exhibits may be dismantled before 1:30 p.m. on Dec. 7. All exhibits must be dismantled or arrangements made for dismantling by Fern Exhibit & Event Services by 5 p.m. All materials and displays not dismantled or arranged for dismantling with Fern Exhibit & Event Services will be discarded.

A penalty of \$75 will be assessed on any company dismantling exhibit booth before 1:30 p.m. on Dec. 7.

2018 TNSAE TRADESHOW APPLICATION

CONTACT INFORMATION

Please list the name of the individual who is to receive future tradeshow correspondence from TNSAE.

Application Date: _____

Name/Title: _____

Company: _____

(as it should appear in all marketing)

Street Address: _____

City, State, Zip: _____

Phone & Email: _____

Website: _____

Signature: _____

BOOTH PERSONNEL

Two booth representatives are included in fee. Additional representatives may be registered for \$99 per person.

Name #1 as it should appear on badge: _____

Name #2 as it should appear on badge: _____

Name #3 as it should appear on badge: _____

All block contracts and fees must be submitted together. If applicable, please list "block name":

Top Three Booth Preferences: 1. _____ 2. _____ 3. _____

EXHIBIT FEES & PAYMENT

Interior Booth: \$745 for TNSAE members, \$945 for nonmembers

Perimeter Booth: \$895 for TNSAE members, \$1,095 for nonmembers

Payment Information

___ Check Enclosed in the amount of \$ _____ (Payable to: TNSAE)

___ Charge Credit Card in the amount of \$ _____

___ Visa ___ MasterCard ___ American Express

Card Number

Exp. Date

Signature

CVC Code

Please submit form with payment to: TNSAE, PO Box 150344, Nashville, TN 37215.