

Tennessee School Boards Association Convention Exhibitor Rules & Regulations



PLEASE MAKE A COPY FOR YOUR RECORDS

RULES AND REGULATIONS

Applicants for exhibit space are required to read, agree to the below rules and regulations and accept them through the online form before being considered as an exhibitor. These rules and regulations constitute a bona fide part of the contract for space. TSBA reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the conference. Exhibit management decisions and interpretations shall be accepted as final in all cases. It is the responsibility of the exhibiting firm to be fully familiar with these exhibit regulations and to see that each member of the firm attending the conference is familiar with the regulations.

BOOTH SPECIFICATIONS

Each 10' x 10' single booth and 20' x 10' double booth along the perimeter of the exhibit hall will be set with an 8' high back-drape and a 8' high side drape. Each 10' x 10' single booth and 20' x 10' double booth in the center of the exhibit hall will be set with a 3' high side and back drape. All fabrics are factory flame proof and supported by steel framework. Included with each booth will be one identification sign with your company name. Also included with the single booth will be one 6' x 30" skirted table or two 6' x 30" skirted tables for the double booth, two side chairs and one wastebasket. Freeman Decorating Company of Nashville will provide the actual booth and its furnishings. Any additional items needed must be ordered through Freeman Decorating Company. Upon receipt of both payment and application form, Freeman will send an exhibitor kit containing complete information.

Electrical outlets will be provided by Opryland Hotel for an additional charge. Freeman Decorating Company will send information about this service as well.

Booth selections are made by the Tennessee School Boards Association on a first-come, first serve basis, with priority given to TSBA Business Affiliates. Only one company may occupy each booth. Booth assignments will begin October 11, 2019, and continue until the date of the event.

EXHIBITOR REGISTRATION

Exhibitors must register at the TSBA booth in the exhibit hall before setting up booths. Exhibitor representatives must wear their identification badges at all times. Representatives of firms not exhibiting are forbidden from entering the exhibit hall, unless accompanied by exhibit staff, nor are they allowed to distribute materials in or around the TSBA Convention or tradeshow area.

EXHIBIT LOCATION AND HOURS

The tradeshow will be located at the Gaylord Opryland Resort and Convention Center Ryman B1-2, 2800 Opryland Drive, Nashville, TN 37214. The hall offers more than 20,000 square feet of functional space with a uniform ceiling height at 12 feet.

Friday, Nov. 15	Set up	8:00 a.m. to 1:00 p.m.
Friday, Nov. 15	Exhibit Show	1:00 p.m. to 5:00 p.m.
Saturday, Nov. 16	Exhibit Show	7:00 a.m. to Noon
Saturday, Nov. 16	Tear down	Noon to 1:00 p.m.

PAYMENTS

The online application/contract **must be** accompanied by FULL payment to be processed. Mail payment to **TSBA at PO Box 440011, Nashville, TN 37244-0011 ATTN: TSBA Exhibitor Payment**. Booths range in price from \$675 to \$1,080 for Business Affiliates and \$900 to \$1,200 for non-Business Affiliates.

CANCELLATIONS

If written cancellation is received by the TSBA office on or before October 11, 2019, 100% of the exhibit fee paid will be refunded. If a written cancellation is received by the TSBA office after October 11, 2019, the payment will be forfeited.

LIABILITY

The Tennessee School Boards Association, members of the Board of Directors, employees thereof, nor their representative or exhibit manager, will be responsible for any injury, loss or damage that may occur to the exhibitor, or the exhibitors' employees or property, prior to, during or subsequent to the period covered by the exhibit contract. The exhibitor, on signing application/contract, releases the Tennessee School Boards Association, individuals and firms from any all claims for such loss, damage or injury. Exhibitors who want to carry insurance on their own exhibits or equipment must do so at their own expense. The Tennessee School Boards Association reserves the right to make such rules as are deemed necessary to ensure the safety and success of the exhibition.

EXHIBITOR LOUNGE

Coffee and soft drinks will be available in the exhibit hall for exhibitors each morning and afternoon.

MEAL FUNCTIONS

There will be a reception on Friday, November 15 and a breakfast on Saturday, November 16 for convention attendees and exhibitors in the exhibit hall. This will be a wonderful opportunity for exhibitors to network with convention attendees.