

2018 TSNA EXHIBITOR GUIDE

TSNA Annual Conference
Chattanooga, Tennessee

The Tennessee School Nutrition Association invites you to participate in our annual conference and exhibition to be held June 11, 2018 – June 14, 2018 at the Chattanooga Convention Center. We expect approximately 900 school food service personnel to be in attendance.

To reserve exhibit space, please complete the enclosed registration and mail it with your check to the following address by the cutoff date of May 31, 2018:

Charlie White
TSNA Executive Director
4214 Hickory Ridge Road
Lebanon, TN 37087

Booth fees will be \$ 1,100.00 full and \$650.00 for ½ booth. TSNA Industry members full booth fee will be \$900.00 full and \$650.00 for ½ booth. No single ½ booths will be allowed. All ½ booths must be shared by two vendors. If a ½ booth assignment is unable to fill the other half, the booth WILL revert to a full booth and charged accordingly. One half booth assignments will not be considered final until both halves have been assigned.

Several sponsorships are available which include the booth rental fee as well as other recognitions and rewards for the 2018 Annual Conference. Additional sponsorships and advertisement opportunities are available but do not include the booth rental fees for the exhibit hall. For detailed information regarding all TSNA Annual Conference and Handbook Sponsorships please see the Industry registration packet.

Exhibit setup is Tuesday, June 12, 2018 from 7:00am until 4:00pm.

EXHIBITS WILL BE OPEN ONE DAY ONLY: Wednesday, June 13, 2018

Exhibit hours are from 8:00 a.m. to 3:30 p.m. Directors and supervisors, state staff local system staff will have different times to attend and will be checked at the entrance. There will be a 30 minute vendor break during this time.

There will be to four badges per booth issued to be included in your registration. Additional badges will be issued at a cost of \$10.00 per badge. Badges are for **company employees only**.

Any visitors must be **pre-approved** for admittance and badges.

Booth fees **DO NOT** include the cost of electricity or Internet connection. The link you will need for those services is

<https://ccc.chattconvention.org/ExhibitorOrderForm?lacuNum=35&Event=1806005&Type=2>.

Payment for these services is to be made to the Chattanooga Convention Center separately from the booth fee or sponsorship payment to TSNA. This link will be posted to the Industry Information link on the website.

All Exhibit registrations must include booth and sponsorship fees, if any. Booth assignments will not be released until all fees are paid in full. Registration fees may be made via check or PayPal on the TSNA website. Vendor payments made electronically MUST still send a completed registration form. Registration forms received without one of the accepted payment types will not be accepted.

SPONSORSHIPS: Please take advantage of your sponsorship opportunities that are included in your registration packet. PLEASE CHECK FOR AVAILABILITY.

Booth Space: Booths are 10x10 and include one table, 2 chairs and wastebasket. Additional items will be available on site from Geo. Fern Co., Inc.

Use of Space: Exhibitors are not permitted to sublet or divide space without written approval from the exhibit committee in advance.

Liability: It is agreed that exhibitors will assume responsibility for any damage to the convention center property by their exhibits. The exhibitors further agree to make no claims for any reason against the Tennessee School Nutrition Association.

Fire Regulations: All local codes and regulations must be followed

Admission: ADMISSION WILL BE BY BADGE ONLY. Badges are not transferable. A list of persons in a booth must be provided on the application form prior to exhibiting.

Booth Selection: Final booth selection remains the right of the Exhibit Committee Chair.

Extra Needs: Detailed information concerning any costs for extra services, not included in the basic package, will be mailed to you by the official conference decorator Geo. Fern

Competitive vendors: You may request not to be located near (next to or across from or same isle) competitors by including such request in writing to accompany your registration.

Please note: No one under 16 years of age is permitted into the Exhibit Hall or on the Loading Docks at any time – no exceptions! This includes family members, as well as booth character personnel and applies during installation, dismantling and on exposition days (June 11 – June 14, 2018). No exceptions will be made.

Thank you.

Charlie White

TSNA