

# TNSIA ANNUAL CONFERENCE

## FAQ's for SPONSORS

**QUESTION #1:** Do all sponsorship options include an exhibitor booth?

**ANSWER #1:** *No, not all sponsorship levels include an exhibitor booth so please carefully reach what is included in each sponsorship before securing it.*

**QUESTION #2:** How do I sign up for the conference?

**ANSWER #2:** *Visit <https://www.tnselfinsurers.org/annual-conference-22/> and select the appropriate options from the drop down menus.*

**QUESTION #3:** What is the difference between GOLD and REGULAR exhibitor booths?

**ANSWER #3:** *Gold Tables will have a premium location & added visual recognition.*

**QUESTION #4:** Will electricity be available at the exhibitor booths?

**ANSWER #4:** *Yes, electricity and other upgrades are available for purchase directly from the hotel. Please contact [brian.brooks@atriumhospitality.com](mailto:brian.brooks@atriumhospitality.com) regarding upgrades.*

**QUESTION #5:** Will Exhibitor Table Numbers and a map be provided in advance of the Conference?

**ANSWER #5:** *Yes, about 7 days before the conference a map and table number assignment will be provided. Prior to that, a general hotel map is available at <https://www.tnselfinsurers.org/annual-conference-22/>.*

**QUESTION #6:** Will sponsors receive an advance list of the Conference Attendees?

**ANSWER #6:** *Yes, about 7 days before the conference, each sponsor will receive an advance list of the Conference Attendees (individual's name and represented company).*

**QUESTION #7:** What time can the exhibitor booths be set up?

**ANSWER #7:** *Please plan to set up your exhibitor booth from 6:00 PM - 9:00 PM on Wednesday, September 28<sup>th</sup>. Exhibitor booth setup **MUST BE COMPLETED BEFORE** the first presentation since they are in the same room as the Conference Presentations.*

**QUESTION #8:** What is the best way for vendors to unload/load promotional products for booths?

**ANSWER #8:** *Please use East or South Entrances and proceed to the Birch-Chestnut-Poplar-Redbud-Sycamore Rooms for set up.*

**QUESTION #9:** What are the shipping instructions at the hotel?

**ANSWER #9:** *Address package as follows:  
Responsible Party's Name  
TNSIA Conference Sept 29th - Birch-Chestnut-Poplar-Redbud-Sycamore Rooms  
HOLD FOR ARRIVAL DATE OF WEDNESDAY, SEPT 28th  
Embassy Suites  
820 Crescent Centre Drive  
Franklin, TN 37067*

*Please email [brian.brooks@atriumhospitality.com](mailto:brian.brooks@atriumhospitality.com) before shipping to confirm receipt and payment.  
Schedule your shipment(s) to arrive no earlier than Tuesday, September 8th.*

*Handling Charges are as follows:  
Boxes up to 36" x 24" x 24" = \$5.00 per box  
Larger boxes / Display cases = \$10 per box  
Pallets = \$75.00 per pallet*

**QUESTION #10:** How can we donate an item to the Kids' Chance of Tennessee Silent Auction?

**ANSWER #10:** *Please review and complete the form found at <https://www.tnselfinsurers.org/annual-conference-22/>.*