

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/2023conference/> 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 leanna.hollingsworth@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 on our conference page.*

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 Monday, October 2nd. Exhibitor booth setup **MUST BE COMPLETED BEFORE** the first presentation on October 3rd 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 October 3rd - Birch-Chestnut-Poplar-Redbud-Sycamore Rooms
HOLD FOR ARRIVAL DATE OF Monday October 2nd
Embassy Suites
820 Crescent Centre Drive
Franklin, TN 37067*

Please email leanna.hollingsworth@atriumhospitality.com before shipping to confirm receipt and payment. Schedule your shipment(s) to arrive no earlier than Tuesday, September 19th.

*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/wp-content/uploads/2023/04/kcotn-silent-auction-form-2023.pdf>*