



Thank you for registering to exhibit at the third annual Tennessee STEM Innovation Summit!

Embassy Suites and Conference Center
1200 Conference Center Blvd
Murfreesboro, TN 37129
May 24: 9:00am to 4:00pm
May 25: 9:00am to 4:00pm

Exhibitor Schedule

Wednesday, May 24

7:00am to 8:00am – Exhibit Load-in
8:00am to 9:00am – Dedicated Exhibit Time for all Attendees (breakfast)
11:45am to 12:45pm – Dedicated Exhibit Time for all Attendees (lunch)
2:30pm to 3:00pm – Dedicated Exhibit Time for all Attendees (snack break)
3:45pm – 4:00pm – Door Prizes and Exhibit Time

Wednesday, May 25

8:00am to 9:00am – Dedicated Exhibit Time for all Attendees (breakfast)
11:45am to 12:45pm – Dedicated Exhibit Time for all Attendees (lunch)
2:30pm to 3:00pm – Dedicated Exhibit Time for all Attendees (snack break)
3:45pm – 4:00pm – Door Prizes and Exhibit Time

Please note:

- Please see attached page for shipping information.
- Exhibitor is responsible for all set and strike.
- Electricity must be ordered and paid for via Eventbrite at the time of registration.
- Facility will be locked after-hours but **no security will be present**. The TSIN and venue are not responsible for items left in venue after hours. If in doubt, take it with you.

General Conduct of Exhibitors

The following practices are prohibited in the exhibit area:

- noisy electrical or mechanical apparatus interfering with other exhibitors
- canvassing or distributing any material outside the Exhibitor's own space
- subleasing of exhibit space (one company per table)
- the use of billboard advertisements and/or display of signs outside the exhibit area
- soliciting participation in surveys or otherwise harassing registrants
- publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting and exhibit hours
- contests or games of chance conducted on-site that violate local gambling laws
- entry into another Exhibitor's booth without permission
- photographing or examining another Exhibitor's equipment without permission
- exhibiting or selling products/services to prospects before the opening of the show
- the smoking of cigarettes, electronic cigarettes, pipes, cigars, etc... anywhere except designated smoking areas
- the distribution or sale of food and beverage

- the playing of copyrighted music without the proper licensing
- Solicitation beyond an exhibitor's booth, or by anyone other than approved exhibitors, is strictly prohibited.

Booth Staffing

Exhibitors are requested to staff their exhibits during show hours with personnel attired in a manner consistent with the decorum and the meeting, as well as knowledgeable in the products and policies of the company.

Displays

Nothing shall be posted, tacked, nailed, or otherwise attached to the walls, floors or other parts of the exhibit facility or furniture contained in the facility.

Booth Sales

Exhibitors are permitted to sell items (excluding food or beverage) within their booth during the Summit. The Tennessee STEM Innovation Network, Battelle, nor Embassy Conference Center are responsible for any losses, liabilities, taxes, licenses, copyrights, or other part of this activity.

DEADLINES AND TO DO:

1. **Advertisement Submissions:** If you have purchased an ad in the Summit Program, it must be submitted to browng@battelle.org by COB on **April 21, 2017**. Advertisements cannot be accepted after this date. If you do not receive a confirmation email within 24 hours of submitting, please call 615-900-0304.
2. **Attendee Bag Insert:** If you have purchased a bag insert, all items must be received at the following address no later than COB on **May 5, 2017**. Inserts received after this date can not be guaranteed inclusion in the attendee bags. Please send a **quantity of 400** to:

TSIN
Attn: Gretchen Brown
1207 18th Ave. S.
Nashville, TN 37212

Want to upgrade or add something to your sponsorship? No problem! Contact Gretchen Brown at 615-900-0304 or browng@battelle.org or visit our website at www.tsin.org/summit



EMBASSY SUITES®

Murfreesboro - Hotel & Conference Center
1200 Conference Ctr Blvd, Murfreesboro, TN 37129
615-890-4464

Exhibitor Service Order Form

Our Catering Services Department is here to assist you with your exhibit needs. Please fill out the following 2 forms to ensure proper billing and set-up. If you are shipping materials directly to the Hotel, please use the shipping information on page 3.

Date of Function: _____ Event Name: _____

Booth: _____ Number of Days: _____

Contact Information:

Guest Name: _____ Company: _____

Street Address: _____ City, State, Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

***All charges/rentals are calculated per day**

Electrical Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
1	Dedicated 110V 20A Outlet (Standard Outlet)	NA - Please use Eventbrite order form through the TSIN			
1	208 Single Phase 30A Circuit				
1	Electrical Hook-Up Fee per 100A				
1	Multi-Tap Power Strip with Extension Cord				

Service connection for power and lights only; no other use authorized.

Wall outlets and/or power columns are not part of the rental space, and are not for exhibitor use.

Internet Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
	Wireless Internet Connection	NA - WIFI is provided at no cost by the TSIN			
	Wired High Speed Data Connection				
	AV Tech - 2 Hour Min. - Priced per Hour				

AV Service:

# Ordered	Description	Advance Order	Floor Order	# of Days	Total Amount
	21" LCD Display	\$75.00	\$100.00		
	45" LCD Screen with Floor Stand	\$250.00	\$350.00		
	55" LCD Screen with Floor Stand	\$300.00	\$400.00		
	Laptop Audio - D.I. Box and Mixer	\$90.00	\$125.00		
	5500 Lumen LCD Projector	\$350.00	\$450.00		

* Additional items available by request. Call (615) 215-5425 for information.

Shipping:

# Ordered	Description	Advance Order	Floor Order	Total Amount
1	Box Receipt and Storage - up to 36" x 24" x 24"	\$10.00	\$10.00	
1	Box Receipt and Storage - Larger boxes / display cases	\$25	\$25	
	Prior to 72 Hours of Event Start (Additional)	\$5.00	\$5.00	
1	Pallet/Package +250 lbs. Receipt and Storage	\$100.00	\$100.00	
	Prior to 72 Hours of Event Start (Additional)	\$50.00	\$50.00	

Special Instructions: _____

Order Authorized By: _____
Signature Department

All charges/rentals are calculated per day - 23% service charge and 9.75% sales tax will be added to all orders

Please return or fax completed form to the **Sales & Catering Office**
1200 Conference Center Boulevard, Murfreesboro, TN 37129 Fax: 615-216-5442



Credit Card Payment Authorization Form

Please complete all cardholder areas below and submit the signed and dated form to the FAX number listed below.

Do not send the completed form by Email.

This form must be received at least five (5) days prior to Check-In, or by the data specified within the event contract, to ensure that the credit card is accepted and approved.

Please Fax Completed Form To: (615) 216-5440

Attention: Accounting Office

For Hotel Use Only:

Authorized Amount:	Approval Code:	Date:
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Cardholder: Please complete the following section. Sign and date at the bottom of this form.

Guest / Group Name:	Check-In / Event Date:
Name of Person Making Reservation:	Phone:
Cardholder Name Exactly as it Appears on the Credit Card:	
Cardholder Billing Address:	
Daytime / Business Phone:	Evening Phone:
Credit Card Type: (Circle One)	
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> JCB <input type="checkbox"/> Diners Club	
Credit Card Number:	Expiration Date:
Credit Card Issuing Bank Name:	Phone:
I agree to cover, and pay for, the following categories of charges: (Please circle all that apply)	
<input type="checkbox"/> All Charges <input type="checkbox"/> Room & Tax <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Catering <input type="checkbox"/> Liquor <input type="checkbox"/> Paid Movies <input type="checkbox"/> Valet Parking <input type="checkbox"/> Standard Parking <input type="checkbox"/> Laundry <input type="checkbox"/> Gift Shop <input type="checkbox"/> Spa Services <input type="checkbox"/> Spa Retail <input type="checkbox"/> Recreation <input type="checkbox"/> Long Distance Phone <input type="checkbox"/> Local Phone <input type="checkbox"/> Federal Express	
I agree to cover, and pay for, the above categories of charges up to a Maximum Amount of:	

Direct Bill Account Payments Only:

Name on Invoice / Statement: _____	Date on Invoice / Statement: _____
Invoice / Statement Number: _____	Authorized Amount: \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of Check-Out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to the Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" listed above. You further acknowledge that if "all charges" has been selected, then all guest / group related charges (less Deposit) will be charged to the above card number at the time of Check-Out or event conclusion.

Cardholder Signature: _____ Date: _____



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615-890-4464

Package Shipment Information

All packages should be shipped and INDIVIDUALLY labeled to the hotel with the following information:

EMBASSY SUITES NASHVILLE SE MURFREESBORO

GROUP OR SHOW NAME

ATTENTION: *Registered Guest Name/Group On-Site Contact and Group Arrival Date*

1200 CONFERENCE CENTER BOULEVARD

MURFREESBORO, TN 37129

Multiple boxes/containers should each be marked as follows:

“(Box number) of (total number shipped).” For example: Box 1 of 2, Box 2 of 2

Shipping Policies:

- 1) All packages sent should be labeled as listed above.
- 2) The hotel will only accept shipments on the preceding three (3) days before the event (see Exhibitor Order Form for pricing on earlier delivery).
- 3) Upon receipt of the Exhibitor Order Form, listing amount of boxes and/or pallets, hotel will provide delivery to the event location on the date of setup.
Group Representatives/Exhibitors will sign for all shipments and are responsible for all unpacking and setup of exhibit items.
- 4) At the conclusion of the show, the Group Representative/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. **Client must set up pickup with designated shipping vendor.**
- 6) Hotel cannot accept any C.O.D. shipments.

Incoming Shipping Charges:

(Charge includes receiving, storage & handling)