

# 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/2024conference/> 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](mailto: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 Wednesday, September 4th. Exhibitor booth setup **MUST BE COMPLETED BEFORE** the first presentation on September 5th 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 Main 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 September 5th - Birch-Chestnut-Poplar-Redbud-Sycamore Rooms*  
*HOLD FOR ARRIVAL DATE OF Wednesday September 4th*  
*Embassy Suites*  
*820 Crescent Centre Drive*  
*Franklin, TN 37067*

*Please email [leanna.hollingsworth@atriumhospitality.com](mailto:leanna.hollingsworth@atriumhospitality.com) before shipping to confirm receipt and payment. Schedule your shipment(s) to arrive no earlier than August 22<sup>nd</sup>.*

*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/2024/06/kcotn-silent-auction-form-2024.pdf>*