

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/2025conference/> 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 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 24th. Exhibitor booth setup **MUST BE COMPLETED BEFORE** the first presentation on September 25th 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 25th - Birch-Chestnut-Poplar-Redbud-Sycamore Rooms
HOLD FOR ARRIVAL DATE OF Wednesday September 24th
Embassy Suites
820 Crescent Centre Drive
Franklin, TN 37067

Please email brian.brooks@atriumhospitality.com before shipping to confirm receipt and payment.

Schedule your shipment(s) to arrive no earlier than September 5th.

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/2025/03/kcotn-silent-auction-form-2025.pdf>*