

**On-line exhibitor registration is also available at  
www.tngcht.com**

Please do not use this contract if you will be a SPONSOR at this year's Conference.  
A separate contract will be provided to you

Exhibitor Company \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Web Site: \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Name E-Mail: \_\_\_\_\_  
Company name as you wish it to appear on one-line Exhibit Booth ID sign: \_\_\_\_\_

Please check and complete the section that applies (Exhibitors must be Allied members of HTN to participate in the tradeshow):

\_\_\_\_\_ Current HTN Allied Member: No. of booths \_\_\_\_\_ x \$600.00 = \$ \_\_\_\_\_  
\_\_\_\_\_ Non-Current HTN Allied Member: Single / First Booth x \$1,150.00 = \$ \_\_\_\_\_  
(Includes 1 Year \$500.00 HTN Allied Membership Fee)  
No. of Additional booths x \$600.00 = \$ \_\_\_\_\_  
**TOTAL FEES = \$ \_\_\_\_\_**

**One complete conference registration is included with each booth.**

Registration includes Wednesday night opening reception, all Thursday and Friday conference activities and meals, Thursday and Friday Tourism Marketplace, and the Thursday afternoon reception.

This registration DOES NOT INCLUDE the Wednesday golf tournament nor the Thursday night Stars of the Industry GALA. Tickets for the OPTIONAL Thursday night Stars of the Industry GALA are \$135.00 per person.

**Additional Exhibitor Registrations** for company representatives are available at a discounted price of \$325.00 per person (a \$50.00 savings per registration.)

**Included Representative Name** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Does the included representative also wish to register for the OPTIONAL Thursday Night Stars Gala for an additional \$125.00? (Yes/No)** \_\_\_\_\_

		Additional Exhibitor Registration (\$325.00)	Optional Stars Gala (\$135.00)
Representative #2 _____	Email: _____	_____	_____
Representative #3 _____	Email: _____	_____	_____
Representative #4 _____	Email: _____	_____	_____

**Payment Information:** (Please note that booth space cannot be confirmed without full payment.)

Booth Fees (\$600.00 or \$1,150.00) = \$ \_\_\_\_\_  
Additional Full-Conference Representatives @ \$325.00 each = \$ \_\_\_\_\_  
Total Optional Stars of the Industry GALA Tickets @ \$135.00 each = \$ \_\_\_\_\_  
**Total Due = \$ \_\_\_\_\_**

**Payment Method:** \_\_\_\_\_ Check Enclosed (Make check payable to: HospitalityTN)



\_\_\_\_\_ Credit Card Type: \_\_\_\_\_ VISA \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_ Discover  
Card No. \_\_\_\_\_ Security Code\* \_\_\_\_\_  
Name as It Appears on Card \_\_\_\_\_  
Expiration Date (MM/YY) \_\_\_\_\_ Billing address ZIP Code \_\_\_\_\_  
Card Holder's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Refund Policy:** Full refund, minus \$35.00 processing fee, if cancelled by September 14, 2022. SORRY, NO REFUNDS ON CANCELLATIONS AFTER SEPTEMBER 14, 2019.

I have read the 2022 Tennessee Governor's Conference on Hospitality & Tourism tradeshow general information, exhibitor rules and policies, and liability information provided with this contract, and agree to abide by the rules, policies, and liability limitations set forth in that information. I also understand and agree to abide by the refund policy as stated in this contract.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBITOR INFORMATION, RULES, AND POLICIES**  
2022 TN GOVERNOR'S CONFERENCE ON HOSPITALITY & TOURISM

**GENERAL TRADESHOW INFORMATION**

**CONFERENCE DATE AND LOCATION**

Wednesday, September 28 – Friday, September 30, 2022  
Renasant Convention Center  
Memphis, Tennessee  
Conference information available at  
[www.tngcht.com](http://www.tngcht.com)

**TRADESHOW HOURS**

Thursday, September 29 • 9:00 AM – 5:00 PM (CDT)  
Friday, September 30 • 9:00 AM – 11:30 AM (CDT)

**EXHIBITOR MOVE-IN**

Wednesday, September 28 • 11:00 AM – 5:00 PM

Booths must be completely set-up and ready for the 9:00 AM tradeshow opening on Thursday, September 29.

**EXHIBITOR MOVE-OUT**

Friday, September 30 • 11:30 AM – 5:00 PM

**Booth dismantling may not begin until the tradeshow officially closes at 11:30 AM on Friday September 30.**

**All exhibits and materials must be removed by 5:00 PM on Friday, September 30.**

**BOOTH SIZE**

10' x 10'

**DECORATOR AND CONVENTION HALL SERVICES**

Each 10' x 10' booth will be provided with one draped table, two chairs, and trash can. Information on ordering other booth furnishings, labor, drayage, and orders for utility services such as wi-fi and electricity will be forwarded to you upon receipt of your contract and payment.

**CONFERENCE HOTELS**

HospitalityTN has negotiated an excellent rate at several hotels near the Renasant Convention Center, site of all conference activities and the tradeshow area. Specific hotel information, including rates and reservations, can be found at [www.tngcht.com](http://www.tngcht.com).

**PRIZES AND GIVE-AWAYS**

Exhibitors are invited and encouraged to conduct drawings for prizes given by your company.

**EXHIBITOR RULES AND POLICIES**

- **No exhibitor shall be permitted to erect an exhibit without having made full remittance of the space rental.**
- No exhibit shall block or interfere with the direct visibility of an adjoining exhibit.
- No exhibit shall contain any material of a lewd, immoral, or offensive nature.
- At least one person must be in attendance at the booth at all times during tradeshow hours.
- Solicitation or distribution of literature is not allowed except in the exhibitor's leased area.
- No exhibit shall begin dismantling before 11:30 AM Friday, September 30 without permission from show management.
- No exhibitor shall be permitted to interfere with the orderly procedure of another exhibitor, including but not limited to music, display material, or exhibit structures.
- No exhibit space shall be sublet or offered for use by any exhibitor without prior approval of HTN staff.
- Exhibit booth personnel shall wear an identifying badge at all times while on exhibit floor.
- Exhibitors shall exercise maximum care in the prevention of fire and must conform to applicable fire and safety regulations.
- Show management reserves the right to reject and/or remove any exhibitor whose display does not meet acceptable standards.
- This is a non-smoking facility.
- If offered by exhibitors, policies require that any food and beverage items distributed during the tradeshow be kept to "sample" portions.
- Conference center policies prohibit the use of free-floating helium balloons or adhesive back decals. Cost of removal of either will be charged to the exhibitor.

**LIABILITY**

It is to be expressly understood and noted that, upon signing an exhibitor contract, each exhibitor hereby agrees that he/she will make no claim of any kind against HospitalityTN or any of its members, employees or contractors or The Tennessee Department of Tourist Development or any of their employees or the Renasant Convention Center or any of their employees or contractors for any loss, damage to or destruction of goods, nor for any personal injury which may occur while in the conference facility, nor for any damages of any nature or character whatsoever.