

2022 TENNESSEE GOVERNOR'S CONFERENCE ON HOSPITALITY AND TOURISM
EXHIBITOR INFORMATION, RULES AND POLICIES

GENERAL TRADESHOW INFORMATION

CONFERENCE DATE AND LOCATION

Wednesday, September 28 – Friday, September 30, 2022
Renasant Convention Center | Memphis, TN
Conference information available at 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 17 • 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.

PRIZES AND GIVE-AWAYS

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

REFUND POLICY

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

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 show 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 contractors 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.