

EXHIBIT SPACE INFORMATION

Embassy Suites Franklin

Wednesday, March 27 – Friday, March 29, 2024

Company Information

Company Name: _____

Name to be listed on agenda and in booth: _____

Mailing Address: _____

City, State, ZIP: _____

Contact: _____

Title: _____

Telephone: _____

Website Link: _____

Email: _____

BOOTH SIZE includes 1 Badge 1 skirted table, 2 chairs, wastebasket, booth sign	QTY	EARLY BIRD (after 2/26/24)	Regular	Amount Due
8'x8'		\$625.00	\$675.00	
Additional Exhibitor Badges		\$200.00		
Reception Sponsor (Logo on marketing material)		\$500.00		
Golf Outing Sponsor		\$100.00		
Golf Outing Players		\$95.00		
Total Amount Due				\$

Sponsors that are taking advantage of the booth space will get first choice of booth assignment based on level of sponsorship and date of commitment to sponsor.

Preferred Booth(s)	1 st choice	2 nd choice	3 rd choice
Power requested: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Payment Information: <input type="checkbox"/> Charge credit card below <input type="checkbox"/> Send me an invoice			
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express			
Card#			
Sec #		Exp. Date:	
Name on Card:			
Cards Billing Address:			
Amount Charged:		Signature:	

Make Checks Payable To:

ACTS
 PO Box 644
 Conway, AR 72033

Canceling before 2/26/24 will receive a refund, less a non-refundable \$100 deposit. No refunds will be issued after this date.

Charge will show ACTS NOW on statement.

Exhibitor Badges

\$200 per additional person

 Primary Name

 Company

 Title

 Mailing Address

 City, State, ZIP

 Phone

 Email

 Name

 Company

 Title

 Mailing Address

 City, State, ZIP

 Phone

 Email

 Name

 Company

 Title

 Mailing Address

 City, State, ZIP

 Phone

 Email

 Name

 Company

 Title

 Mailing Address

 City, State, ZIP

 Phone

 Email

Golf Outing Players:

\$95 per player

 Player 1

 Player 2

 Player 3

 Player 4

 Player 5

 Player 6

EXHIBIT HALL FLOOR PLAN

Please refer to floor plan on the event website (www.tennessee.damagepreventionsummit.com) and click on “Exhibitors” tab. Indicate the first (3) booth choices on the registration form. If requested selections are not available, the next best space will be assigned. Sponsors will get first choice based on date confirmed.

EXHIBIT HALL HOURS

Wednesday, March 27

1:00 PM – 5:00 PM – Exhibitor Set up

5:00 PM – 6:30 PM – Hall opens with Reception

Thursday, March 28

7:00 AM – 6:00 PM – Exhibit Hall open

Friday, March 29

7:00 AM – 10:00 AM – Exhibit Hall open

10:00 AM – 12:30 PM – Exhibitor teardown

Hotel Room Information

A block of rooms has been reserved at Embassy Suites. Room rates are **\$169** per night.

Reservations must be made by **February 24, 2024** to receive this rate.

Please call (615) 515-5151 or (800) 362-2779.

Group Code: **90L**

[Available Rooms - Embassy Suites Franklin](#)

Inbound Shipping Information

Boxes cannot arrive **before 3/25/2024**

Shipping Address:

Embassy Suites by Hilton

Attn: Hotel Sales

TN Summit – March 27 – 29

820 Crescent Centre Dr

Franklin, TN 37067

Outbound – Pick-up must be scheduled by the carrier and all boxes should have labels.