

**2021 TENNESSEE GOVERNOR'S CONFERENCE ON HOSPITALITY AND TOURISM  
EXHIBITOR INFORMATION, RULES AND POLICIES**

**GENERAL TRADESHOW INFORMATION**

**CONFERENCE DATE AND LOCATION**

Wednesday, September 15 – Friday, September 17, 2021  
Embassy Suites by Hilton Hotel & Conference Center  
Murfreesboro, Tennessee  
Conference information available at  
[www.movingforwardtn.com](http://www.movingforwardtn.com)

**TRADESHOW HOURS**

Thursday, September 16 • 9:00 AM – 5:00 PM (CDT)  
Friday, September 17 • 9:00 AM – 1:00 PM (CDT)

**EXHIBITOR MOVE-IN**

Wednesday, September 15 • 11:00 AM – 5:00 PM

Booths must be completely set-up and ready for the 9:00 AM tradeshow opening on Thursday, September 16.

**EXHIBITOR MOVE-OUT**

Friday, September 17 • 1:00 PM – 5:00 PM

**Booth dismantling may not begin until the tradeshow officially closes at 1:00 PM on Friday September 17.**

**All exhibits and materials must be removed by 5:00 PM on Friday, September 17.**

**BOOTH SIZE**

10' x 10'

**BOOTH SIGN**

A one-line booth sign will be furnished at no cost to each exhibitor.

**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 the host property, Embassy Suites by Hilton, Murfreesboro. The hotel is directly connected to the conference center, site of all conference activities and the tradeshow area. Specific information, including rates and reservations, can be found at [www.movingforwardtn.com](http://www.movingforwardtn.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 show hours.
- Solicitation or distribution of literature is not allowed except in the exhibitor's leased area.
- No exhibit shall begin dismantling before 1:00 PM Friday, September 17 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 Embassy Suites by Hilton Hotel & Conference Center | Murfreesboro 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.