

GOVERNOR'S CONFERENCE ON HOSPITALITY AND TOURISM SEPTEMBER 2024 - CHATTANOOGA

General Exhibitor Information

CONFERENCE DATE AND LOCATION

Wednesday, September 25 – Friday, September 27, 2024

Chattanooga Convention Center

1 Carter Street

Chattanooga, TN 37402

Conference information available at www.tnhta.org

TRADESHOW HOURS

Thursday, September 26 9:00 AM – 5:00 PM (ET)

Friday, September 27 9:00 AM – 10:30 AM (ET)

EXHIBITOR MOVE-IN

Wednesday, September 25 9:00 AM – 1:00 PM.

Booths must be completely set up by 2:00 PM on the 25th. Exhibitors will not be allowed to move in after the allotted move in time. No exceptions will be made.

EXHIBITOR MOVE-OUT

Friday, September 27 10:30 AM – 5:00 PM

Booth dismantling may not begin until the conference officially closes at 10:30 AM on Friday, September 27. All exhibits and materials must be removed by 5:00 PM on Friday, September 27.

BOOTH SIZE & LOCATION - EXHIBITOR TO CHOOSE OPTION

OPTION 1: 10' x 10' booth with 8' draped table inside our trade show banquet room.

OPTION 2: 8' table in the exhibition hallway. Please note if you choose this option, you are only allowed to place banners/signage BEHIND your 8' table. You will not have a full 10' x 10' booth space.

DECORATOR AND CONVENTION HALL SERVICES

Each booth will be provided with one 8' draped table, two chairs, and trash can. Free public wifi for basic streaming and browsing will be provided as well as electricity if requested. Any other booth additions or shipments must be done directly through the Chattanooga Convention Center.

PRIZES AND GIVE-AWAYS

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

CHATTANOOGA CONVENTION CENTER EXHIBITOR INFORMATION

Please follow the link below to get all load in/ load out instructions as it pertains to the event space. You can also arrange for materials to be shipped and request additional booth additions.

https://ccc.chattconvention.org:3854/CHOO/Documents/EXHIBITOR%20INFORMATION_2015_FINAL.pdf

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Exhibitor Rules and Policies

By purchasing a sponsorship the exhibitor agrees to follow the rules and policies listed in this document

- 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 10:30 AM Friday, September 27 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 TNHTA 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.
- 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 purchasing an exhibitor sponsorship, each exhibitor hereby agrees that he/she will make no claim of any kind against Tennessee Hospitality & Tourism Association or any of its members, employees or contractors or The Tennessee Department of Tourist Development or any of their employees or the Chattanooga 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.