

EXHIBIT SPACE INFORMATION

BOOTH exhibits are available at this event.

The TCA requires all exhibits to fit within the confines of the allotted 8'x8' exhibit space. Include display specifications on contract in space provided.

You must note on your contract if you plan to bring large pop-up displays or stand-alone equipment. Items not pre-notified and pre-approved will be asked to be removed. It may also be necessary to waive your skirted table and chairs to accommodate this requirement.

Embassy Suites Hotel & Conference Center

1200 Conference Center Blvd., Murfreesboro, TN 37129
Check-in: 4pm CT / Check-out: 11pm CT



Conference Rate: \$154 single/double per night, group code is CHI.
Conference Rate Deadline: July 28, 2020 or when room block is filled.

Please reference the Tennessee Chiropractic Association when making your reservation to ensure that you receive this special rate. You can reserve your room online at: <https://bit.ly/2WsQ3PX> OR by calling the hotel directly at (615) 890-4464. Parking is complimentary.

EXHIBITOR SCHEDULE

Friday, August 21, 2020

6:30 am—8 am... Exhibitor Set-up
8:00 am—5:30 pm... Exhibit Hall Open
12:00 pm—1 pm... DC Lunch Break

Saturday, August 22, 2020

7 am—5:30 pm ... Exhibit Hall Open
12:00 pm—1:30 pm.. DC Lunch Break
5:30 pm — 7:30 pm... Exhibitor Tear-down

Designated break details will be provided in pre-convention materials. Times are subject to change. Please note early teardown policy on page 5.

DOCTORS SEMINAR SCHEDULE

Fri., August 21: 8 am — 5 pm
Sat., August 22: 8 am — 5:30 pm
Sun., August 23: 8 am — 5 pm

Each location within our spacious exhibit area includes:

- 8'x8' display area (including back pipe, drape and side rails)
- Name Badges for two (2) exhibit staff
- One (1) skirted table (6' x 30'')**
- Two (2) chairs and one (1) waste basket
- One (1) Standard ID Sign
- Complimentary wifi
- Attendee materials
- Conference app promo paragraph and recognition
- Recognition on conference signage
- Post show attendee list (*hardcopy format w. attendee mailing info.*)

PAYMENT INFORMATION

All fees are due when the contract for exhibit space and sponsorship forms are submitted. Contracts, forms, and fees must be received no later than **July 20, 2020**, to ensure space, exhibitor name, and sponsorship recognition in printed convention materials or on the TCA website.

Note to TCA Corporate Members: To ensure your free exhibit space is reserved, please return this prospectus to the TCA office by **May 30!** SCC sponsorship checks should be payable to TCA and mailed with the required signed forms to: TCA, 2123 8th Avenue South, Nashville, TN 37204 or paid by credit card and faxed to (615) 383-6233.

Cancellation & Refund Policy

All exhibit space cancellations must be submitted in writing to the TCA.

Prior to 30 days out	=	Refund minus \$50.00 administrative fee
30 to 15 days out	=	50% of total registration fee will be refunded
15 days or less	=	no refund will be given

No refunds will be issued for no shows. Written cancellations received after **July 20** will not release the exhibitor of responsibility to pay 100% of the fee. Failure to make payment by said payment dates does not release the contractual or financial obligation on the part of the exhibitor.

2020 SCC EXHIBITION AREA

Embassy Suites Hotel & Conference Center
70 — 8'x8' Booths (including sponsor exhibits)

Pre-function Exhibits May be Utilized at Discretion of TCA

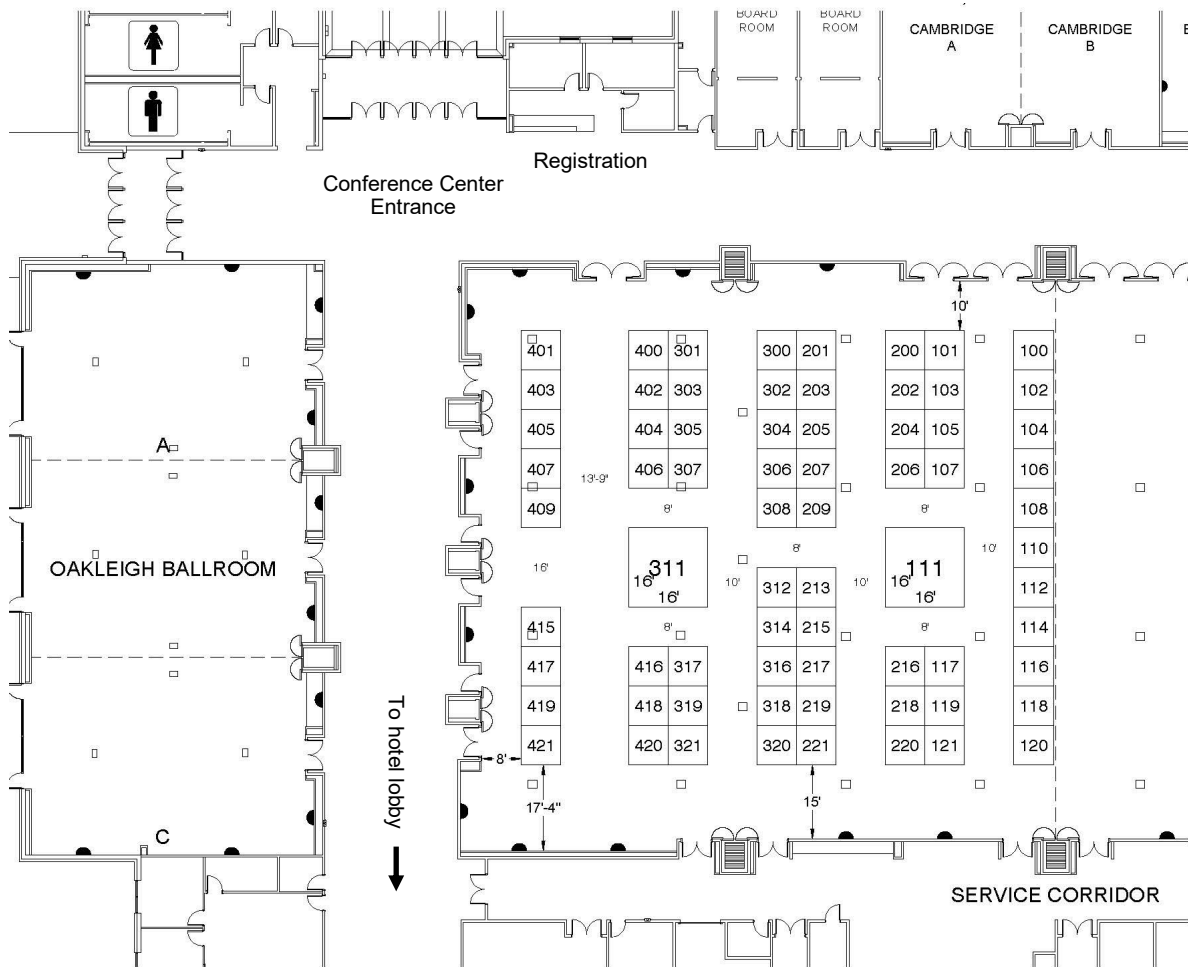


EXHIBIT PREFERENCE REQUEST INSTRUCTIONS

On your *Contract for Exhibit Space* (page 4), using booth space are denoted by numbers 100 through 421 in the map above, write your top four location preferences in the blanks provided.

TCA Corporate Members:
To ensure that your free booth space is reserved, please return a completed *Contract for Exhibit Space* to the TCA office by May 30, 2020!

BOOTH PLACEMENT PREFERENCE:

Submit your forms and payment as soon as possible!

Please remember that booth assignments are made on a first-come, first-served basis with special consideration given to TCA Corporate Members and premium spaces are reserved for sponsors.

IMPORTANT: All dimensions and locations of the exhibits on the floor plan above are believed, but not warranted to be, accurate. Show management reserves the right to make modifications to the floor plan and schedule as deemed appropriate. Premium booth spaces may be subject to modified requirements.

EXHIBIT REGISTRATION FORM
Required Contract Forms—Page 1

For office use:
Ck#/CC: _____
Assignment: _____

Company Name _____

Describe set-up below - Please include specs. of pop-ups and/or equipment; displays/equipment not listed may be removed onsite.



TCA CORPORATE MEMBER BENEFIT:

Membership includes one (1) complimentary single booth rental. Additional space may be purchased at the listed price.

Contract must be submitted by May 30, 2020, for space to be reserved and to guarantee your member benefit. After **May 30, 2020**, unreserved space will be released for general sale.

BOOTH Exhibit Registration (please select one)

- TCA Corporate Member Benefit** (single booth) **TCA Corporate Member Add-a-Booth \$750**

Non-Corporate Member Early Registration

Price if paid ON or BEFORE July 12, 2020

- Single—\$800 Double—\$1550

Non-Corporate Member Late Registration

Price if paid in full AFTER July 12, 2020

- Single—\$850 Double—\$1600

BOOTH REGISTRATION TOTAL: \$ _____

LOCATION PREFERENCE

Based on your selection above, enter your booth (100-421) preferences below. (requests not guaranteed)

BOOTH: 1st _____ 2nd _____ 3rd _____ 4th _____

Please indicate any companies from which you desire separation: _____

____ By initialing, you agree to comply with TCA policies; including policy on Early Teardown found on page 5.

Additional fees may include: Electrical, internet access and/or other vendor display needs at exhibit location. **Must Complete Hotel Exhibitor Utility Order Forms, see pages 6-8. Service order forms are to be submitted to the hotel using the contact information on the forms.**

Interested in MORE ways to enhance your SCC experience and promote your company?

We will be sending out a variety of additional sponsorship opportunities to help you promote your product and service to our attendees. Watch your email for more information, **COMING SOON!**

Where did you hear about the Southern Chiropractic Conference? _____

Because this is fluid situation and many of the decisions are made at the federal, state and county levels, or within the venue of the event, We will be following guidance with regard to the size of gatherings allowed, social distancing, sanitation, etc. Hotel staff has assured us that proper protocols will be in place. The TCA will also be taking precautions to ensure the comfort and safety of our attendees.

IMPORTANT: All fees are due when the contract for exhibit space and sponsorship forms are submitted. Contracts, forms, and fees must be received no later than **July 20, 2020**, to ensure space and exhibitor name and sponsorship recognition in printed convention materials. **See Exhibit / Sponsorship Contract Information Form for full payment terms.**

Initial: _____

Please send all forms and payment to: TCA 2123 8th Avenue South Nashville, TN 37204 or Email: TCA@TNChiro.com
CREDIT CARD payments may be faxed to: (615) 383-6233. **If you have questions, please call TCA, (615) 383-6231.**

Mail registration forms and payment to: TCA, 2123 8th Avenue South, Nashville, TN 37204,
 Email: TCA@TNChiro.com or Fax form with credit card payment to: (615) 383-6233.

Please print or type

Company Name (for printing on sign)					
Contact Person (for contract purposes)		Title			
Complete Mailing Address					
Email		Phone		Fax	

↓ FOR DIRECTORY LISTING ↓

Contact Person (for directory listing)		Title			
Complete Mailing Address					
Toll-free Phone		Phone		Fax	
Email		Website			
Products/ Services					

TCA Corporate Member	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Interested in Membership	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Name badges: Print name and title information below as you wish them to be printed on name badges. Two complimentary badges are provided with a single exhibit.

Name		Title	
Name		Title	

PROMOTIONAL PARAGRAPH IN CONFERENCE APP - REQUIRED FOR VALID CONTRACT

Please keep in mind, paragraphs are restricted to **50 words or less**. Email your paragraph and logo (logos in jpg, gif or pdf format) by **July 20 2020**, to the TCA at: laura@tnchiro.com. You may also provide your paragraph on an attached separate sheet along with your contract forms. Paragraphs submitted after the deadline will not be included.

Please select one: Logo/paragraph emailed _____ Do not include logo _____ Do not include paragraph _____
Date Date

PAYMENT OPTIONS — TOTAL FROM REGISTRATION FORM: \$ _____

Check enclosed payable to TCA: _____ Card #: _____ Exp.: _____

Billing address if different from above: _____

City: _____ State: _____ Zip: _____ Country: _____

Name on Card: _____ Signature: _____

Contract Agreement: I am an authorized representative for the exhibiting company with full power and authority to sign this contract. The exhibiting company has read and agrees to be bound thereby, and will comply with all exhibit and/or sponsorship rules and regulations. The exhibitor further agrees that if, in the opinion of TCA, it becomes necessary to change the original allocation of space, such changes may be made by notification to the authorized representative of the Exhibitor.

Authorized Signature **Print Name Here** **Date**

2020 Southern Chiropractic Conference

CONTRACT FOR SPACE: The contract for exhibit space and receipt of formal confirmation constitutes a binding contract for the right to use the space allotted. This contract may be terminated by either party for reasons beyond the control of either party; such as acts of God, war, government authority, disaster, or other emergencies which make it inadvisable, illegal, or commercially impracticable to provide the facilities and/or services for this event. The ability to terminate this contract without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical—but in no event longer than ten (10) days—after learning of such basis. Regardless of circumstances, if event is held, then no refunds will be provided outside of cancellation and refund policy outlined in this contract.

USE OF SPACE

- (1) No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without the consent of the TCA. Absolutely no subleasing of exhibit space will be tolerated and only one exhibitor per booth or table is allowed. **Aisles must be kept clear.** Exhibitors must comply with safety, fire, and health requirements during move-in, operation, and move-out.
- (2) TCA does not officially endorse the products or services of the companies exhibiting during the exhibition.
- (3) TCA shall have the right to require dismantling of an exhibit or part of an exhibit which, in their opinion, is not suitable to or in keeping with the character and purpose of the exhibition or exceeds the confines of the space allotted.
- (4) Exhibitor cannot hold another event during the full contracted time of this event unless approved by the TCA prior to **May 30, 2020.**
- (5) Any infraction of these policies will result in the following:
 - a minimum \$300 fine
 - Post-attendee list will not be provided
 - Exhibit space will not be offered for the 2021 Conference
- (6) Contracted exhibit space DOES NOT entitle the exhibiting company to participation in educational sessions, receipt of continuing education credits, entrance into any TCA business sessions, meals, or any other event or function not specifically listed in prospectus materials.
- (7) **No outside food and beverage is permitted in the exhibit hall without prior approval by the TCA.**

EXHIBIT SPACE: Each single booth space shall be one 8' x 8' pipe and drape exhibit which includes one (1) 6' x 30" draped table and two (2) chairs, one (1) exhibitor identification sign, one (1) waste basket and two (2) name badges for exhibit staff. An additional booth may be purchased at listed price and must be noted on the initial contract. If tabletop spaces are offered, each single tabletop space shall be one (1) 6' x 30" draped table and two (2) chairs, one (1) exhibitor identification sign, one (1) waste basket and two (2) name badges for exhibit staff. Tabletop exhibit spaces are confined to items and displays that set on the tabletop and may not exceed 5' in height.

All dimensions and locations of the booths on the enclosed floor plan are believed but not warranted to be accurate. Show management reserves the right to make modifications to the floor plan as deemed appropriate. Booth rentals must note on contract specifications of large pop-up displays or stand-alone equipment. Items not pre-notified will be removed. **Absolutely no pop-up floor displays and/or equipment are allowed in Tabletop exhibit spaces.**

ASSIGNMENT OF SPACE: Space is assigned on a first-come, first-serve basis with special consideration given to TCA Corporate Members. No space is assigned without the official contract and full payment of the exhibit fee. TCA policy is to send confirmations with verification of payment and name badge information once contract has been processed. Exhibit assignments will be available to exhibitors on-site only. Exhibit locations are not guaranteed and are subject to membership status and registration date. The TCA reserves the right to change the exhibit space assignments at any time if necessary.

SHIPPING: Exhibitors are responsible for arranging their own shipping to and from the meeting site. Please see the enclosed form and/or call the Hotel for shipping instructions at (615) 890-4464.

EXPOSITION SERVICE: The TCA will be using George E. Fern for our exposition services for the meeting. George E. Fern is widely known for their professionalism and quality of service. Note: All

exhibits are subject to the specifications and requirements delineated within this contract. **All questions and requests relating to this event are to be directed to the TCA office.**

HOURS OF EXHIBIT: Exhibitor set-up will begin at 6:30 AM and must be completed by 8 AM on Friday, **August 21.** Move-out will begin at 5:30 PM and must be completed by 7 PM on Saturday, **August 22.** Specific exits will be designated during tear-down hours for load-out only. Times may vary due to circumstances outside our control. Please note all times are United States Central Time.

EARLY TEARDOWN: Exhibitor expressly agrees **not** to dismantle his/her exhibit or do any packing before the Exhibit Hall closes at 5:30 PM on Saturday, **August 22** unless approved by the Association in advance. (Exceptions only for emergencies and for exhibitors presenting an educational program, for the hours of and 15 minutes before/after their program). Placement may be affected for exhibitors that teardown during convention hours and/or prior to 5:30 PM on Saturday, August 22— and will incur a penalty of up to \$300 per day.

EXHIBIT & SPONSORSHIP FEES: Exhibitor fees listed on Exhibit Registration are based on relative expenses for items to be provided under agreement. All fees are due when the Exhibit Registration and Contract for Exhibit Space are submitted. Sponsorship payment must be received by TCA no later than **July 20, 2020,** for acknowledgment of sponsorship to be made in any printed convention materials or on the TCA website. **TCA Corporate Members** - to ensure that your free booth space is reserved, please return this prospectus to the TCA office by **May 30, 2020.** Sponsorship checks should be payable to the TCA and mailed with **both** required signed forms to TCA, 2123 8th Avenue South, Nashville, TN 37204 or paid by credit card and faxed to (615) 383-6233.

EXHIBIT SERVICES: All electrical and other exhibit services (i.e. internet access, etc.) will be handled directly through Embassy Suites Hotel & Conference Center. You must complete the form provided in **this packet** and return to them as instructed. Any additional special needs are subject to approval by the TCA and requests should be directed to the TCA office.

CARE OF BUILDING AND EQUIPMENT: Exhibitors or their agents shall not injure or deface the walls or floors of the building or exhibit area. No signs or any other articles shall be posted, nailed, or otherwise affixed to hotel floors, walls, ceiling, furniture, or fixtures. Exhibitors will be liable to the TCA and the hotel for any apparent damage done.

COPYRIGHT POLICY: Exhibitors must obtain all necessary authorizations from third parties concerning copyrights, music licensing rights, patents, trademarks, trade names, slogans, logos, service marks, and other similar tangible property rights used by the exhibitor.

ASSISTANCE FOR PEOPLE WITH DISABILITIES: If exhibitor requires a reasonable accommodation or auxiliary aid to participate in this meeting, please contact the TCA office by **July 5, 2020.**

CANCELLATION CUT-OFF AND REFUND POLICY: All cancellations must be submitted in writing to the TCA office no later than 30 days prior to meeting dates. If cancellation is received by the cut-off date, a 100% refund minus a \$50.00 administrative fee will be returned to the exhibitor. 15 days out or more, 50% of total registration fee will be refunded. Less than 15 days, no refund will be given. No refunds for no shows.

LIABILITY: The TCA, any officer, employee, or agent of the same will not be responsible for the safety or the property of exhibitors and their agents or employees from theft, damage of fire, accident, or other cause but will use reasonable care to protect the exhibitor from such loss. Exhibitors wishing to insure their goods must do so at their own expense. Security may be provided for exhibits in foyer at this location.

In addition, the exhibitor will indemnify and hold harmless TCA, any officer, employee, or agent of the same, from any and all liabilities, claims, costs, damages, and reasonable fees of counsel incurred in connection with any claim arising out of or caused by exhibitor's display or distribution of materials, or performance of any music or other material that violates any copyright, patent, trademark, trade name, service mark, or other similar right of any other party. It is the responsibility of the exhibitor to be aware of and comply with rules of the Food and Drug Administration concerning labeling of displayed products.