

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 CHR.
Conference Rate Deadline: July 28, 2022 or when room block is filled.

You may reserve your room in our room block online at:
<https://bit.ly/3MOBb6R> OR by calling the hotel directly at (615) 890-4464, use group code CHR when calling.

There is a \$10/day charge for overnight parking, however, parking is complimentary for SCC attendees staying at the hotel.

EXHIBITOR SCHEDULE

Friday, August 19, 2022

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 20, 2022

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 19: 8 am — 5 pm
Sat., August 20: 8 am — 5:30 pm
Sun. August 21: 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
- Complimentary Wi-Fi
- Attendee materials
- Conference app promo paragraph and recognition
- Recognition on conference signage
- Post show attendee list (Excel format with 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 18, 2022**, 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 16!** 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. You may email your forms to: laura@tnchiro.com.

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 18** 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.

2022 SCC EXHIBITION AREA

Embassy Suites Hotel & Conference Center

All booth spaces are 8' x 8'

Pre-function Exhibits May be Utilized at Discretion of TCA

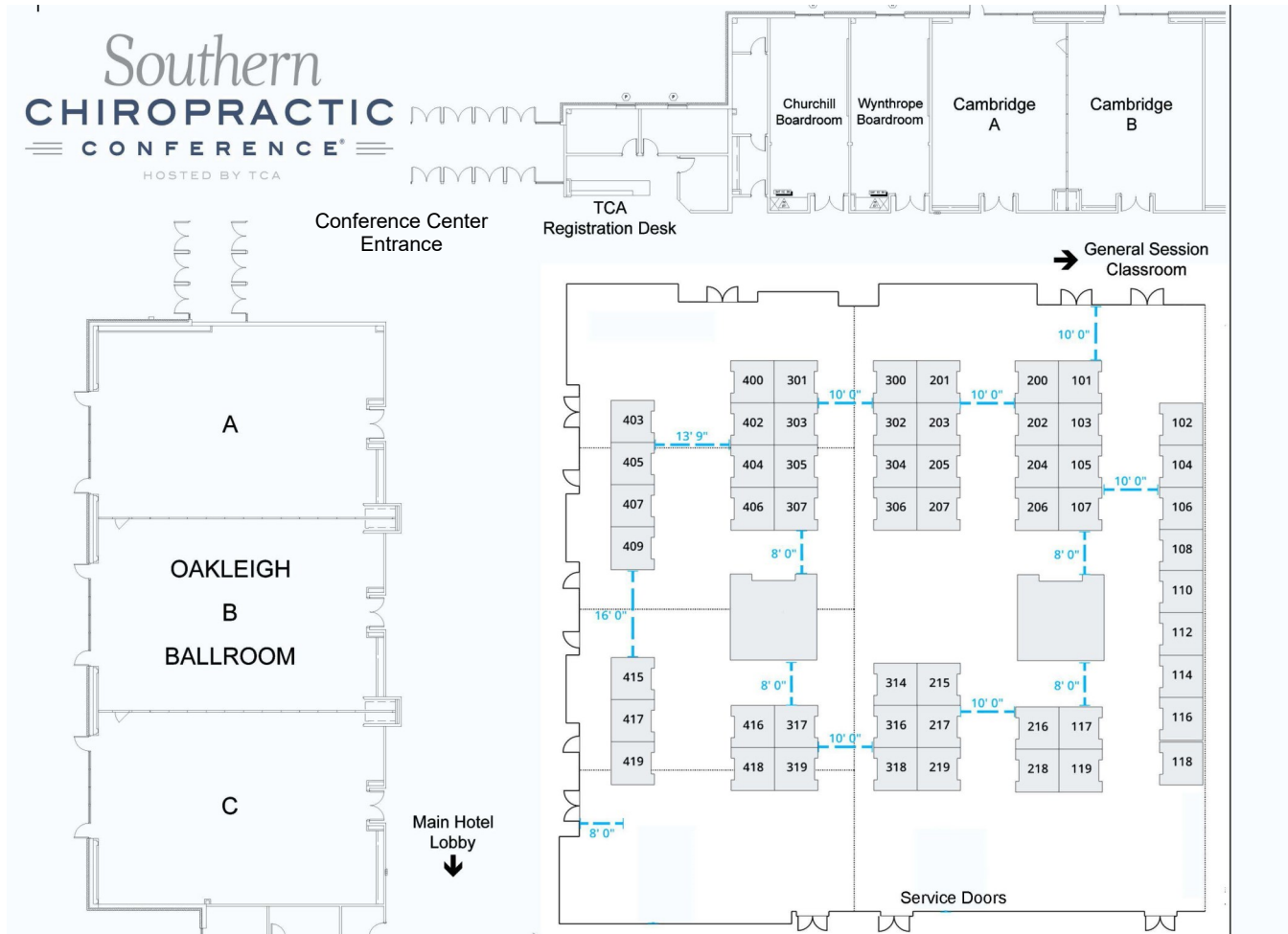


EXHIBIT PREFERENCE REQUEST INSTRUCTIONS

On your *Contract for Exhibit Space* (page 4), please reference the booth space numbers denoted on the layout above, to 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 by **May 16, 2022!**

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 16, 2022, for space to be reserved and to guarantee your member benefit. After **May 16, 2022**, 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 15, 2022**

- Single—\$800 Double—\$1550

Non-Corporate Member Late Registration

Price if paid in full AFTER **July 15, 2022**

- Single—\$850 Double—\$1600

BOOTH REGISTRATION TOTAL: \$ _____

LOCATION PREFERENCE

Based on your selection above, enter your booth # preferences below (see page 2). (Requests cannot be 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 6-7. 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? _____

I acknowledge that exposure to COVID-19 is an inherent risk in any public location where people are present; the TCA cannot guarantee you will not be exposed during your visit. 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.

Initial: _____

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 18, 2022**, to ensure space and exhibitor name and sponsorship recognition in printed convention materials. **See Exhibit / Sponsorship Contract Information Form for full payment terms.**

Initial: _____

Forms and payments may be:

Mailed to: TCA 2123 8th Avenue South Nashville, TN 37204

Emailed to: laura@TNChiro.com **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: laura@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 18, 2022**, 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

PAYMENT OPTIONS — TOTAL FROM REGISTRATION FORM: \$ _____

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

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**

2022 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 29, 2022.**
- (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, if offered, 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 Embassy Suites Hotel & Conference Center for our exposition services for the meeting. 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 19.** Move-out will begin at 5:30 PM and must be completed by 7 PM on Saturday, **August 20.** 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 20** 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 20** 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 18, 2022,** 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 16, 2022.** 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, 2022.**

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.



**EMBASSY
SUITES**
by HILTON™

Nashville SE Murfreesboro

Embassy Suites Nashville SE- Murfreesboro
1200 Conference Center Blvd
Murfreesboro, TN 37129

Please return completed form to
orders.mbtes@atriumhospitality.com

Exhibitor Service Order Form

Our Catering Services Department is here to assist you with your exhibit needs. Please fill out the following form to ensure proper billing and set-up. If you are shipping materials directly to the Hotel, please use the shipping information on page 3

Note: Forms must be filled out completely and legibly in order to be processed. Orders that cannot be processed may be subject to On-Site pricing
*All charges/rentals are calculated per day- 25% service charge and 9.75% sales tax will be added to all orders.

Date of Function: _____ Event Name: _____
Booth: _____ Number of Days: _____
Guest Name: _____ Company: _____
Street Address: _____ City, State, Zip Code: _____
Telephone Number: _____ Email Address: _____

All charges/rentals are calculated per day- 25% service charge and 9.75% sales tax will be added to all orders.

Electrical Service:

# Ordered	Description	Advance Order	On Site Order	# of days	Total Amount
	Dedicated/ Additional Dedicated 110V 15A Circuit	\$40	\$50		
	Custom Power Connection	Please call for pricing			
	AC Extension Cord	\$15	\$20		
	AC Outlet Strip	\$15	\$20		
	Additional Electrical Services	Please call for pricing			

Wall outlets and/or power columns are not part of the rental space and are not for exhibitor use

Internet Service

# Ordered	Description	Advance Order	On Site Order	# of days	Total Amount
	Additional Wireless Internet Connection	\$12	\$20		
	Wire High Speed Data Connectoin	\$75	\$100		
	Spash Page Bypass	\$125	\$150		

Additional items available by request

AV Service

# Ordered	Description	Advance Order	On Site Order	# of days	Total Amount
	21" LCD Display	\$85	\$120		
	42" LCD Screen with Floor Stand	\$250	\$350		
	55" LCD Screen with Floor Stand	\$300	\$400		
	Laptop Audio - D.I., Mixer & 8" Powered Speaker	235	300		
	5500 Lumen LCD Projector with 6" Screen	500	600		

Additional items available by request.

Shipping:

# Ordered	Description	Advance Order	On Site Order	# of days	Total Amount
	1 - Box Receipt and Storage - up to 36" x 24" x 24"	\$85	\$120		
	1- Box Receipt and Storage- Larger Boxes / Display Cases	\$250	\$350		
	Prior to 72 Hours of Event Start (Additional)	\$300	\$400		
	1- Pallet/Package +50 lbs. Receipt and Storage				
	Prior to 72 Hours of Event Start (Additional)				

Special Instructions _____

Order Authorized by: _____
Signature Department

All Charges/rentals are calculated per day - 25% service charge and 9.75% sales tax will be added to all orders
Please return completed form to orders.mbtes@atriumhospitality.com



EMBASSY SUITES

by HILTON™

Nashville SE Murfreesboro

Package Shipment Information

**** Please See Page 1 “Exhibitor Service Order Form” for Shipping Charges****

All packages should be shipped and INDIVIDUALLY labeled to the hotel with the following information:

EMBASSY SUITES NASHVILLE SE MURFREESBORO

GROUP OR SHOW NAME

ATTENTION: Registered Guest Name/Group On-Site Contact and Group Arrival Date

1200 CONFERENCE CENTER BOULEVARD

MURFREESBORO, TN 37129

Multiple boxes/containers should each be marked as follows:

“(Box number) of (total number shipped).” For example: Box 1 of 2, Box 2 of 2

Shipping Policies:

- 1) All packages sent should be labeled as listed above.
- 2) The hotel will only accept shipments on the preceding three (3) days before the event (see Exhibitor Order Form for pricing on earlier delivery).
- 3) Upon receipt of the Exhibitor Order Form, listing amount of boxes and/or pallets, hotel will provide delivery to the event location on the date of setup.
Group Representatives/Exhibitors will sign for all shipments and are responsible for all unpacking and setup of exhibit items.
- 4) At the conclusion of the show, the Group Representative/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers. **Client must set up pickup with designated shipping vendor.**
- 6) Hotel cannot accept any C.O.D. shipments.

Incoming Shipping Charges:

(Charge includes receiving, storage & handling)

**** Please See Page 1 “Exhibitor Service Order Form” for Shipping Charges****