

Exhibitor Guidelines

We are excited about this year's 16th Anniversary of the Tennessee Environmental Conference and hope these guidelines will help your work go smoothly.

If you have any general questions before the conference, do not hesitate to contact Chris Craig (ccraig@ftdd.org, office: (423) 722-5091, or Jennifer Wilder (kjb@greenecop.com, office: (423) 638-4111). When you are at the convention center and you need help, ask for Chris or Jennifer at the conference registration table.

- Set up and early registration will begin Monday, March 13th at 3:00 p.m. until 8:00 p.m. The room will be locked after 8:00 p.m. If you are unable to set up on Monday, you may set up Tuesday, March 14th at 7:00 a.m.– 8:30 a.m. **Since the opening session is in the same room as the exhibits, please be finished no later than 8:30 a.m. Please NO TALKING during plenary sessions for respect of the audience and keynote speakers.**
- We will have an exhibitor location map (State Park Challenge game) for participants to qualify for two (2) grand prize drawings (**Prizes TBA**). Please set up according to this map. The tables will have your company/agency name. A map will be provided at the room entrance before and during set up.
- Each space will have an 8' table skirt, 2 chairs, 1 trash can, and your organization/company's name on the table. A power cord will be located at your table.
- After the on-site registration begins, you can pick up your registration material (including name tags, evaluation form, additional registration form, substitution form and additional luncheon fee form, etc.), at the conference registration table. Early registration will begin on Monday, March 13, at 3:00p.m. You do not need a name tag to set up your exhibit.
- Please do not begin taking down your exhibit until after lunch on Wednesday at 1:15 p.m.
- Door prizes will be given away after the final plenary session on Wednesday. If you want to donate, a contribution is welcome.

If you have more workers than your registration allows and they want to eat lunch, not attending any sessions, a lunch ticket may be purchased at the registration table for \$30.

Thank you for participating and following these guidelines. We are looking forward to your exhibit and another great conference!