

## 2023 SCCFA/CAT/KCA/NCCA/SCCA - Exhibitor Information

Available Exhibit Space includes (35) "Pipe and Drape" 10x10 booths inside the Tennessee Ballroom and (15) table tops in the main hall (between ballroom and meals). A skirted table and two chairs are included. Let us know in advance if you need electricity.

Booth selections will be made in order of highest to lowest sponsors first, followed by other exhibitors in order of registration.

All Association Board Vendor Reps will work during Exhibitor Registration and Set Up to assist with your needs.

**Exhibitor Registration and Set up:** Sunday, June 25<sup>th</sup> Noon – 3:00 – Tennessee Ballroom

**Exhibitor Meeting: MANDATORY** Sunday, June 25th - 4:45

**Exhibit Hours:** **Sunday, June 25<sup>th</sup> – During Opening Reception 5:00 – 7:00**

**Monday, June 26<sup>th</sup> – During/Following Brunch 10:45 – 12:15**

**Tuesday, June 27<sup>th</sup> – During/Following Brunch 10:30 – 12:00**

We encourage you to man your booth throughout the general session, however the hours listed above are the only times it is required. We will have rooms set up across the hall from the ballroom with round tables and chairs where you can meet with clients during the general session, if needed.

**Exhibitor Introductions:** Monday, June 26<sup>th</sup> 10:15 – 10:45 and 1:15 – 1:45

**Exhibitor Tear Down:** Tuesday, June 27<sup>th</sup> 2:00 – 2:30

**IMAGE FOR INTRODUCTION:** Please provide one single image in JPG format to display during your supplier introduction. This can be your company logo, product image, staff image, special message, etc. This will be the backdrop to your introduction on the main stage. **Deadline to email to office is May 31<sup>st</sup>**, to allow time to create the slide presentation.

**COMPANY LOGO:** Please email your company logo for use in our promotional materials, signage, photo booth backdrop, etc. (Note: We should have all logos by now.)

**COMPANY PROFILE:** Be sure to set up your company profile in the convention app released May 2nd. If you need a Welcome Email for the app, please email our office.

**DOOR PRIZES:** To help increase foot traffic to your exhibit booth, we are encouraging you to bring a door prize. Set up a basket or bowl at your table to collect business cards for drawings to be held during our brunch on Tuesday. (Bring small entry slips for those who do not bring business cards.) The only door prizes we will give away during the general session will be the state gift baskets.

If you would like to donate items for all attendees during the Opening Reception, Golf Tournament or Dinner Banquet I can help facilitate any special requests. Please reach out to me by phone or email.

**BOOTH CONTEST:** We encourage you to decorate your booth to help us celebrate The Southern 90<sup>th</sup> Anniversary. Our association presidents will be our judges. The exhibit booth selected as the "Best Booth" will receive special recognition on the SCCFA web site and social media pages, and get 50% off their 2024 SCCFA Convention Registration.

**ATTIRE:** Opening reception – Rock your best 90's gear and attire, as we celebrate The Southern 90<sup>th</sup> anniversary. Attire for all meetings is business and/or resort casual. We encourage you to stay for our dinner gala on Tuesday night. Attire for the gala is black tie / formal.

Have additional questions? Contact Cindy Foree at 615-714-9605 or email [TheSouthern.office@gmail.com](mailto:TheSouthern.office@gmail.com).