



EXHIBIT INFORMATION

Exhibit Set-Up

- Each vendor will receive set-up and teardown of the following:
 - One black skirted 6' x 30" table
 - Two chairs
 - One wastebasket
- Please contact your Event Planning Manager if there is anything else that is needed.

Load-In

- Load-in is permitted through the loading dock, main Conference Center entry doors or Salon 10 entry doors dependent on size requirements and location of exhibit set-up.
- The dock is at standard service truck height. A pallet jack is recommended for un-loading material.
- The Salon 10 entry doors lead directly into the Champion Ballroom. The entrance is 7' 10" high by 7' 6.5" wide.

Audio Visual

- PSAV is the in-house Audio Visual partner. PSAV should be contacted should you require Audio Visual services.
 - Blake Baize
 - bbaize@PSAV.com
 - 615-261-6123
- Please refer to the attached order form for information on Audio Visual and electrical services.

Package Shipping/Box Handling Policies

- Please refer to the attached shipping and handling policies for information on boxes, packages and pallets.
- If return shipping is required, please arrive on-site with personal shipping labels. Exhibitor is responsible for all costs associated with shipping.
- Exhibitor must schedule pick-up from chosen carrier.

Security

- The exhibit area will not be secured at all times. Please do not leave valuable items unattended at any time. It is recommended to store all valuables in guest rooms pre/post the tradeshow to ensure security of items.



**MARRIOTT
FRANKLIN
COOL SPRINGS**

ATTN: Tanya Wilson
Event Planning Manager
EMAIL: tanya.wilson@franklinmarriott.com

Please Return At Least 7 Days Prior to Set Up Date

Name of Convention: _____

Date of Set-Up: _____ Time of Set-Up: _____

Location: _____

Name of Exhibitor: _____ Booth Number: _____

Exhibitor On-Site Contact: _____ Telephone: () _____

QUANTITY	DESCRIPTION	UNIT PRICE	# DAYS	TOTAL
	Wired High Speed Internet Access	\$165.00 each/per day		
	Basic Exhibit Booth Power with Extension Cord & Power Strip	\$30.00 each/per day		
	Dedicated 20 Amp Electrical Service	\$140.00 each/per day		
	Dedicated 30 Amp Electrical Service	\$190.00 each/per day		
	Computer Speakers	\$40.00 each/per day		
	Personal Speaker	\$75.00 each/per day		
	Laptop Computer	\$225.00 each/per day		
	24" Desktop Monitor	\$180.00 each/per day		
	55" UHD LED Monitor with Stand	\$575.00 each/per day		
	75" UHD LED Monitor with Stand	\$695.00 each/per day		

Wireless Internet available. Please contact above Event Planning Manager for pricing and availability.

**All pricing is subject to a 25% taxable administrative charge and 9.75% sales tax.*

_____ CREDIT CARD # _____ EXP. DATE: _____

SIGNATURE OF CARDHOLDER: _____



Package Shipment Information

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel. Failure to do so may result in deliveries being refused or materials being unavailable when required.

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage.

To ensure proper storage and delivery of boxes in a timely manner any materials being sent to the hotel must be marked individually as follows:

FRANKLIN MARRIOTT COOL SPRINGS
GROUP OR SHOW NAME
ATTENTION: (Registered Guest Name/Exhibitor with Check-in Date)
700 COOL SPRINGS BLVD.
FRANKLIN, TN 37067
HOTEL CONTACT NAME (If applicable)

Multiple boxes/containers should each be marked as follows:

"(Box number) of (total number shipped)". For example: Box 1 of 4, Box 2 of 4.

Shipping Policies:

- 1) All packages sent should be labeled as listed above.
- 2) The hotel asks that shipments arrive no more than (3) days prior to the meeting or event. Shipments received earlier than (3) days prior will be assessed a \$25.00 per day storage fee.
- 3) Hotel will provide delivery to the event location on the date of set-up. The Registered Guest/Exhibitor will be asked to sign for all packages before they are released. The Registered Guest/Exhibitor is responsible for all unpacking and set-up of exhibit items.
- 4) At the conclusion of the meeting or event, the Registered Guest/Exhibitor will be responsible for all the dismantling, repacking and sealing of outbound shipments.
- 5) All outbound shipments will require completed shipping documents, including billing account numbers.
- 6) All package charges can be placed on a guest room folio or paid for with credit card on-site.

Incoming Shipping Charges:

(Charge includes receiving, storage, handling and outbound shipping)

Express Packs / Envelopes:	Complimentary
Box / Container under 25 pounds:	\$5.00 each
Box / Container 25 pounds or more:	\$10.00 each
Pallets / Freight Items:	\$50.00 each