

15TH ANNUAL SEVIER COUNTY HOSPITALITY ALLIANCE TRADE SHOW

Registration Packet

Please read **ALL** of the information in this packet.

Wednesday April 6th, 2016
Sevierville Convention Center

Brought to you by:



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DETAILS

Date, Time, & Place:

Wednesday April 6th, 2016 at the Sevierville Convention Center, 10:00 AM – 4:30 PM

Set-Up: Tuesday April 5th, 2016, 9 AM – 4 PM, and Wednesday April 6th, 2016, 7 AM – 9 AM

Break-Down: Wednesday April 6th, 2016, 5 PM – 6 PM **(Please do not break down your booth before 4:30)**

Pricing:

Members of a Sevier County Association: \$150.00 per 10x10 booth

Non-members or members of other associations: \$350 per 10x10 booth

Electricity: \$30 per booth. **Electricity MUST be pre-ordered and will NOT be available at set-up.**

Registrations received AFTER March 16th, 2016 will incur late fees of \$50 per booth.

Please DO NOT send local association dues with your registration. Local Association dues must be sent separately to the association you are wishing to join.

Registration & Payment:

Trade Show Registration Form & payment must be received by Wednesday March 16th, 2016 to avoid late fees.

PLEASE SEND REGISTRATION FORM WITH ALL PAYMENTS

Checks:

Mail payment and registration form to: SCLA, P.O. Box 520, Pigeon Forge, TN 37868

Credit Cards:

Mail registration form and credit card authorization form to: SCLA, P.O. Box 520, Pigeon Forge, TN 37868

****Registrations WILL NOT be accepted in person, over the phone or via email****

Door Prizes:

Each vendor MUST turn in a door prize to be given away to attendees valued at \$50 or higher. Ideally these would be gift baskets, gift cards, or other tangible items, and not dollar off coupons, or \$50 worth of goods/services.

There will be a drawing for vendor door prizes at the end of the show. You must be present to win.

Cancellation:

All cancellation requests must be submitted in writing one week prior to the show. No refunds will be given for cancellations within one week of the show.

For Questions & Other Information Please Contact:

Christie Connatser @ 865-436-4878, christie.connatser@hilton.com

Trade Show Booth Registration

****Registrations WILL NOT be accepted in person, over the phone or via email****

Company Name: _____

Description of Sales or Service: _____

Mailing Address: _____

City, State, Zip: _____

Contact Name: _____ Phone: _____

Fax: _____ E-mail: _____

- Please indicate how you prefer to receive your confirmation: FAX _____ EMAIL _____
- **Members of PFHA, GHA, SHA, SMWA, or SMVLA:** # booth spaces @ \$150 per space: _____
I am a member of: ___ PFHA ___ SHA ___ GHA ___ SMWA ___ SMVLA
- **Non-Members:** # of booth spaces @ \$350 per space: _____
- Electricity @ additional \$30 per booth: Yes _____ No _____ (1 25ft cord per booth provided)
Electricity WILL NOT be available on day of show, it is pre-order only.
- Wireless internet is available at no additional charge
- Each booth will be provided a clothed and skirted 6 ft table and two chairs
- Additional information you would like us to know: _____

****ALL trade show participants are required to bring one door prize per booth valued at least \$50****

Door Prize Description: _____

All space is first come first served, and is assigned by the Trade Show Committee.

Registration AFTER March 16th is \$200 per booth (members), \$400 per booth (non-members)

Please make check payable to SCLA, and mail to PO BOX 520, Pigeon Forge, TN 37868.

****Please DO NOT pay association dues and registration fees with the same check. Mail association dues to the local association that you wish to join****

For Questions & Other Information Please Contact:

Christie Connatser @ 865-436-4878, christie.connatser@hilton.com

Office Use Only

Date Received:	Payment Information:	Comments:

Credit Card Authorization Form

I, _____, the credit card holder, give permission to the Sevier County Hospitality Alliance authority to sign for and use the following credit card to pay for all registration fees for the Sevier County Hospitality Alliance Trade Show. Please note that payment will be processed through the Gatlinburg Hospitality Association.

Total Fees Due (from registration form): _____

Credit Card Type: MasterCard Visa American Express Discover

Credit Card Number (last 4 #'s Only): _____ **EXP.** _____

For security purposes please do not send the entire credit card number. Once we received your registration we will call you for the full number.

Card Holder Name (print): _____

Card Holder Signature: _____

For Questions & Other Information Please Contact:

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