

**Tennessee School Counselor and Administrator Leadership Institute**  
**Murfreesboro, Tennessee**  
**September 13-15, 2020**

**EXHIBITOR APPLICATION**

(PLEASE PRINT)

Application for exhibit space at the 2020 Tennessee School Counselor and Administrator Leadership Institute indicates the applicant's willingness to abide by exhibit terms and general regulations, as Management deems necessary to the success of the exhibition, as long as this does not materially alter the exhibitor's contractual rights. Reference the enclosed *Institute Exhibitor Agreement*. This application will become a contract when a confirming return email is sent by an TN SCALI authorized representative. Full payment should accompany this application. Federal and state agencies may defer payment if a purchase order is submitted with the application.

Space Requested: Exhibit space will consist of a 6' x 30" skirted table and two chairs. Exhibitors requiring electrical, computer hook-up and phone outlets must make their own arrangements with Embassy Suites Hotel and Convention Center. Further information concerning this and shipping information will be sent via email with the exhibitor confirmation.

Organization Name (as it is to appear in the manual) \_\_\_\_\_

Website \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name for Exhibiting Correspondance \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I would like to donate an item for the Door Prize. Item: \_\_\_\_\_

**Who Will be Attending the Conference?**

Name of Table Representative \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Name of Additional Table Representative (*\$75 charge*) \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**TABLE LOCATIONS:**

(Required. See Floor Plan.) \_\_\_\_\_ 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

**Exhibitor Tables Standard Rates \$450 each**

*Save \$50 with the Early Bird Discount if you register and pay by July 1, 2020*

**Payment due by August 15, 2020**

	Quantity	Amount
Exhibitor Tables		
Additional Table Rep. - \$75 (Limit 1 per table purchased)		
Less the Early Bird Discount - \$50 (Good through July 1, 2020)		
<b>TOTAL DUE:</b>		

**METHOD OF PAYMENT**

**CHECK**

Please make check payable to NCYI, and mail it, along with this completed application to: NCYI, Attn: Chris Daugherty • P.O. Box 22185, Chattanooga, TN 37422-2185

**CREDIT CARD**

Visa       MasterCard       Discover       American Express

Card # \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing ZIP \_\_\_\_\_ Expiration \_\_\_\_\_ 3-Digit Sec. Code \_\_\_\_\_

Signature \_\_\_\_\_

Email \_\_\_\_\_

If you pay by credit card, you may either mail (see address above), fax, or scan/email your completed application to:

FAX: Chris Daugherty at 423.899.4547 / Scan/Email: [cdaugherty@ncyi.org](mailto:cdaugherty@ncyi.org)

**REFUND POLICY:**

**See Section 12 on the "Conference Exhibitor Agreement"**

**HOTEL RESERVATION INFORMATION:**

TN SCALI will be headquartered at the Embassy Suites Hotel and Convention Center. Standard rooms are \$146 per night (plus tax). Make your reservations by calling the hotel directly at 615-890-4464 or 1-800-916-4339 and refer to the "SCA" code to receive this special rate. You may also go to the hotel's on-line reservation system by following the link from the conference webpage at [www.ncyi.org/tncali](http://www.ncyi.org/tncali).

**Questions? Contact NCYI at 866-318-6294**