



Corporate Partner Session Track Opportunity

SACRAO is offering a limited number of exhibiting Corporate Partners the opportunity to present sessions in a special Corporate Partner session track. These sessions provide an additional opportunity for our Corporate Partners to present products, services or new technologies to the SACRAO members attending the annual meeting. Please note the following:

- Only Corporate Partners who have paid in full the Corporate Partner Exhibit Fee are eligible to present in the Corporate Partner session track.
- Session slots are awarded on a "first come, first served" basis, with priority session times awarded to Diamond and Platinum sponsors.
- The cost for each session is \$500.00 except where the sponsorship level includes a free or discounted corporate partner session track. All additional sessions are \$500.00 each.
- These sessions will be presented in a regular meeting room in the Murfreesboro Conference Center and will be listed in the Guidebook conference app if session title and description is received within the prescribed deadlines.

Booth Information

- Assigned booth number information will be provided to paid exhibitors January 15, 2018.
- All exhibit booths will be located in the Mirabella Grand Ballroom EF of the Murfreesboro Conference Center.
- All booths are 8 ft x 10 ft and include at least one 6' table, two chairs, and one 3-plug electrical power outlet.
- Booth *set-up* will be available **Noon - 5:00 pm, Sunday, February 11, 2018.**
- Conference exhibit hours are:

<i>Sunday, February 11, 2018</i>	<i>5:30 pm - 9 pm</i>
<i>Monday, February 12, 2018</i>	<i>9:00 am - 5:00 pm</i>
<i>Tuesday, February 13, 2018</i>	<i>9:00 am - 3:00 pm</i>
- All exhibit Corporate Partners are expected to be fully set up and participate in the Sunday night Opening Reception from **5:30 pm - 9 pm on Sunday, February 11, 2018.**
- Dismantling of exhibits may begin after 3:00 pm and should be completed by **5:00 pm on Tuesday, February 13, 2018.**
- All advertising activities must be confined to the exhibit space. The exhibitor will not be permitted to assign, sublet, or share space without the written consent of the Corporate Partner Chair.
- Sound and music equipment should be used in a considerate manner so as not to disturb other exhibitors.
- Nothing shall be pasted, tacked, nailed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Any damage to the Murfreesboro Conference Center property is the responsibility of the corporate partner.

The SACRAO Corporate Partner Exhibit agreement must be acknowledged and the on-line registration and fee payment submitted to reserve exhibit space.

Shipping of Materials

Exhibitors must use the official shipping address provided. Place your booth number in the address as shown below to ensure your shipped materials are delivered to your booth location:

Embassy Suites Nashville SE Murfreesboro
[Attn: SACRAO/Booth #: /Feb 11]
1200 Conference Center Boulevard
Murfreesboro, TN 37129

Special Note:

There is a charge for **handling** shipped materials by weight. You are responsible for these charges. Please see information below:

Description	Cost
1 – Box Receipt and Storage - up to 36" x 24" x 24"	\$10.00
1 – Box Receipt and Storage - Larger boxes / display cases	\$25.00
1 – Pallet/Package +250 lbs. Receipt and Storage	\$100.00

Note: In order to incur no additional fees, shipped materials must not be received prior to 72 hours to the event begin date.

For additional information about Corporate Partners' opportunities and Exhibitor registration, please contact [Tim Amyx](#), SACRAO LAC Corporate Partners Chair.