



**18<sup>th</sup> Annual Hospitality Trade Show  
Registration Packet**

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

**Wednesday March 6<sup>th</sup>, 2019  
Sevierville Convention Center**

Brought to you by:



# DETAILS

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## Date, Time, & Place:

Wednesday March 6<sup>th</sup>, 2019, at the Sevierville Convention Center, 10:00 AM – 4:30 PM

Set-Up: March 5<sup>th</sup>, 2019, 12 Noon – 4 PM, and Wednesday March 6<sup>th</sup>, 2019, 7 AM – 9 AM

Break-Down: Wednesday March 6<sup>th</sup>, 2019, 4:30 PM – 5:30 PM **(Please do not break down your booth before 4:30)**

## Pricing:

**Members of a Sevier County Association (PFHA, SHA, GHA, SMVLA, SMWA):** \$200.00 per booth

I am a member of: \_\_\_\_\_

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

*Registrations received AFTER January 31<sup>st</sup>, 2019, 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:

PLEASE SEND REGISTRATION FORM WITH ALL PAYMENTS

Trade Show Registration Form & payment must be received by Thursday January 31<sup>st</sup>, 2019, to avoid late fees.

### 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 or over the phone\*\***

***BOOTH SPACE IS ASSIGNED ON A FIRST COME, FIRST SERVED BASIS***

## Door Prizes:

**Each vendor MUST turn in a door prize to be given away to attendees valued at \$50 or higher. Door Prizes are PER BOOTH – you are expected to bring one door prize for EVERY booth you register.** 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 @ 865-436-9626, [christie.connatser@hilton.com](mailto:christie.connatser@hilton.com)

# Trade Show Booth Registration

**\*\*Registrations WILL NOT be accepted in person or over the phone\*\***

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 @ \$200 per space: \_\_\_\_\_  
*I am a member of:* \_\_\_ PFHA \_\_\_ SHA \_\_\_ GHA \_\_\_ SMWA \_\_\_ SMVLA
- **Non-Members:** # of booth spaces @ \$350 per space: \_\_\_\_\_
- Wireless internet is available at no additional charge
- Each booth contains:
  - 1 (one) 6-foot skirted table
  - Electrical hook-up with extension cord

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

**Door Prize Description:** \_\_\_\_\_

***BOOTH SPACE IS ASSIGNED ON A FIRST COME, FIRST SERVED BASIS***

***Registration AFTER January 31<sup>st</sup>, 2019 is \$250 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 @ 865-436-9626, [christie.connatser@hilton.com](mailto:christie.connatser@hilton.com)

## Office Use Only

Date Received:	Payment Information:	Comments:

# Credit Card Authorization Form

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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 a 4% processing fee will be added for credit card payments.

**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:**

Christie Connatser @ 865-436-9626, [christie.connatser@hilton.com](mailto:christie.connatser@hilton.com)