

Tradeshow Vendor Kit
GSAE Annual Meeting, June 2-4, 2021
The Read House, Chattanooga, TN



A/V Requests

- Due by **May 21, 2021**
- Send all A/V requirements (power, wired internet, etc.) to Bryan Wilson at Bryan.Wilson@Encoreglobal.com

Provided for Exhibitors in Centennial Room

- 6 ft. x 2.5 ft. rectangle table; draped – black linen
- If you need electricity or other AV, please send those requests to Bryan Wilson at Bryan.Wilson@Encoreglobal.com
- Exhibitor set-up in Centennial Room
 - Thursday morning exhibitors: set-up Wed. 4:00-5:00 pm OR Thurs. 6:30-7:15 am
 - Thursday afternoon exhibitors: set-up Thur. between 10:45-11:45 am
 - Friday morning exhibitors: set-up Thur. 4:00–5:00 pm OR Fri. 6:30-7:15 am

Provided for Annual Meeting Sponsors in Registration (does not apply to breakout sponsors)

- 2.5 ft. high boy tables; draped – white linen
- If you need electricity or other AV, please send those requests to Bryan Wilson at Bryan.Wilson@Encoreglobal.com
- Sponsor set-up in Centennial Pre-function – Wednesday, 12:00 –5:00 pm
- Sponsor break-down in Centennial Pre-function – Friday, noon

***Interactive [Rock Star Map](#) instructions will be sent separately**

Shipping Information

*GSAE recommends a minimalist approach to your Exhibitor Tabletop set-up

- Packages will be accepted by the hotel beginning May 28, 2021
- Please include the shipping label information for all tradeshow supplies being sent directly to the hotel

From: Company Name Address City, State Zip Exhibiting Company: Exhibit Date and Time:	TO: The Read House Attn: Exhibitor Name / Company Name / GSAE June 2-4, 2021 107 W MLK Blvd. Chattanooga, Tennessee 37402
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Once you arrive, please contact the Front Office by dialing Ext. 50 from any house phone and they will retrieve your shipment. You may also go to the Front Desk directly. Incoming freight handling charges are \$7.50 per box and \$100.00 per pallet. You may charge those fees to your room or use a major credit card.

For outgoing freight, please bring your pre-completed labels and place on your outgoing items. Please leave the boxes at your booth and the Hyatt Regency Savannah's S&H Department will take all freight to our outgoing package area at the end of the show. **Please be advised if shipping through FedEx Ground or UPS, you must schedule a pickup at the hotel.**



THE READ HOUSE 1872

Dear GSAE Conference Exhibitor,

Here is some helpful information for your upcoming stay at The Read House.

To make your boxes easy to locate due to the large number of incoming boxes, please label as follows:

The Read House

Attn: Exhibitor Name / Company Name / GSAE June 2-4

107 W MLK Blvd.

Chattanooga, Tennessee 37402

(423) 266-4121

Once you arrive and are ready for your boxes, please contact the Front Office by dialing Ext. 50 from any house phone and they will retrieve your shipment. You may also go to the Front Desk directly for assistance.

Incoming freight handling charges are \$7.50 per box and \$100.00 per pallet. You may charge those fees to your room or with a major CC.

For outgoing freight, please bring your pre-completed labels and place on your outgoing items. Please leave the boxes at your booth and our S&H Department will take all freight to our outgoing package area at the end of the Expo show. **Please be advised if shipping through FedEx Ground or UPS, you must schedule a pickup.**

Once again, thank you for choosing The Read House and we look forward to serving you again in the future.

Sincerely,

Sarah Adkins

Catering Sales Manager

The Read House Hotel