



# EXHIBITOR PROSPECTUS

TSAAI ANNUAL MEETING 2023

August 11-13

Dollywood DreamMore Conference Center, Pigeon Forge, Tennessee

## Invitation to Exhibit

The Tennessee Society of Allergy, Asthma and Immunology invites you to participate in the 2023 Annual Meeting in Pigeon Forge, Tennessee, August 11-13. The annual meeting is an educational event for allergists, nurse practitioners, fellows-in-training, and others interested in the field of allergy and immunology. TSAAI's annual meetings provide an opportunity for face-to-face time and interaction with providers from Tennessee and Kentucky.

## Registration

All exhibitors must sign an Exhibitor Application and all exhibitor personnel must register. Name Badges must be worn at all times in the exhibit halls and meeting room. If you have a company name badge, we encourage you to bring and wear it.

Representatives may attend an educational session provided they are registered, but they may not engage in sales activity or discussion in the CME activity. There will be a sign-in sheet available for those who wish to attend sessions, as space will be limited.

## General Exhibit Information

### INSTALL:

Exhibits can be setup on Friday afternoon, August 12 from 3:30 to 5:00 pm. The exhibit halls will be closed and locked at 5:00 pm so staff can prepare for the evening Welcome Reception.

If you will be arriving late Friday or Saturday morning, please notify us. Exhibit halls will open Saturday morning prior to 7 am. If you should need additional time, the exhibit halls can be made available early Saturday morning for setup if arrangements are made prior.

### BREAKFAST/BREAKS:

Breakfast and Breaks will be held at approximate times listed on the agenda on both Saturday and Sunday. All food and beverage will be inside the Exhibit Halls in order to maximize your interaction with our members. You are welcome to enjoy beverages in moderation but we ask that you allow our registered attendees to partake in breakfast and break foods first.

Exhibit halls will be closed and locked at 12 noon on Saturday and reopen Sunday morning prior to 7 am.

**DISMANTLE:** Exhibits are to be dismantled on Sunday, August 15 from 10:30 to 11:30 am. (anytime upon conclusion of morning break)

## **Shipping and Receiving to Hotel**

“Due to limitations in secured storage space,” Dollywood DreamMore Resort (DMR) will only accept packages/boxes sent for arrival a maximum of 2 business days prior to Friday, August 11, 2023.

Overnight shipments should be addressed as follows:

Dollywood’s DreamMore Resort & Conference Center  
c/o TN Society of Allergy, Asthma & Immunology Conference (TSAAI)  
Michelle Kittle  
2525 DreamMore Way  
Pigeon Forge, TN 37863

There will be a handling charge as follows:

- Boxes or Rolling Tube: \$5 per box or tube and \$5 per day storage fee
- Hard cases: \$50 per case and \$25 per day storage fee
- Pallets: \$150 per pallet and \$25 per day storage fee

Additional labor charges may be incurred depending on the size of shipment. DMR will not be responsible for any damages or loss to any packages or boxes. DMR will handle charges directly with the hotel staff. Please contact them with questions.

## **Outbound Shipping**

Dollywood DreamMore will not be responsible for your return shipping or packing. You will need to package and label all items before you depart Sunday, August 13. Pickup arrangements need to be made with your shipping carrier to pick up on Monday, August 14. Dollywood DreamMore can direct you as to where your packages will need to be left for pickup by shipping carriers. Please discuss any pickup questions directly to the DreamMore staff.