

# TASFAA CONFERENCE DONOR INFORMATION SHEET

## SPRING CONFERENCE 2010

CONFERENCE: TASFAA Spring Conference  
Cool Springs Marriott  
Franklin, TN 37067  
April 18-21, 2010

SET-UP TIME: 1:30-3:00 p.m., Sunday, April 18  
Booths open from 3:00-4:45 p.m., April 18

BREAKDOWN TIME: 3:30-5:00 p.m., Tuesday, April 20

### SHIPPING INSTRUCTIONS:

#### PACKAGE HANDLING

On packages shipped to the Hotel, clearly indicate the name of your organization, on-site contact person (who will sign for the package within your organization), hotel representative (Erin Rice), and date of your arrival. Please label all boxes (e.g. 1 of 4, 2 of 4, etc). This enables the Hotel to determine whether or not the entire shipment has been received. Due to limited storage space, we ask that you do not send packages more than three days in advance. Hotel package handling fees are \$5.00 per box (under 25#), \$10.00 per box (over 25#), \$50.00 per pallet. We cannot accept any C.O.D. shipments. At the conclusion of your meeting, the Loss Prevention Department will assist you in shipping packages out of the Hotel. Any charges may be posted to your master account. Hotel cannot accept responsibility for packaging and sealing boxes.

Franklin Marriott Cool Springs  
700 Cool Springs Blvd.  
Franklin, TN 37067.

OTHER INFORMATION: Individual donors must register for the conference at [www.tasfaa-tn.org](http://www.tasfaa-tn.org). There are no complimentary registration fees for donors.

*Please bring any handouts, flyers, etc. to make available on your table. These will not be included in the registration packets.*

You may want to plan for 300 attendees.

**Donors will need to limit their display space to the length of 6' x 30" tables-- each table is limited to one 6' display—tables must be at least one foot apart.**