

**Tennessee School Counselor and Administrator Leadership Institute**  
**Murfreesboro, Tennessee • September 17-19, 2023**  
**EXHIBITOR APPLICATION (PLEASE PRINT)**

Application for exhibit space at the 2023 Tennessee School Counselor and Administrator Leadership Institute indicates the applicant's willingness to abide by exhibit terms and general regulations, as Management deems necessary to the success of the exhibition, as long as this does not materially alter the exhibitor's contractual rights. Reference the enclosed *Institute Exhibitor Agreement*. This application will become a contract when a confirming return email is sent by an TN SCALI authorized representative. Full payment should accompany this application. Federal and state agencies may defer payment if a purchase order is submitted with the application.

Space Requested: Exhibit space will consist of a 6' x 30" skirted table and two chairs. Exhibitors requiring electrical, computer hook-up and phone outlets must make their own arrangements with Embassy Suites Hotel and Convention Center. Further information concerning this and shipping information will be sent via email with the exhibitor confirmation.

Organization Name (as it is to appear in the program) \_\_\_\_\_

Website \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name for Exhibiting Correspondance \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I would like to donate an item for the Door Prize. Item: \_\_\_\_\_

Number of tables purchased _____	
<b>Table #1</b> Name of Primary Representative _____	
Phone _____	Email _____
Table #1 Name of Additional Representative (add \$75) _____	
<b>Table #2</b> Name of Primary Representative _____	
Phone _____	Email _____
Table #2 Name of Additional Representative (add \$75) _____	
<b>Table #3</b> Name of Primary Representative _____	
Phone _____	Email _____
Table #3 Name of Additional Representative (add \$75) _____	

**EXHIBITOR TABLE LOCATIONS:**

(Required. See Floor Plan.) 1st Choice \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

Save \$50 if you register and pay by July 15, 2023!

**Exhibitor Tables Standard Rates**  
**\$500 each**

Payment due by August 17, 2023

	Quantity	Amount
Exhibitor Tables		
Additional Table Rep. - \$75 (Limit 1 per table purchased)		
Less the Early Bird Discount - \$50 (Good through July 15, 2023)		
<b>TOTAL DUE:</b>		

**METHOD OF PAYMENT**

**CHECK**  
Please make check payable to NCYI, and mail it, along with this completed application to:  
NCYI • P.O. Box 22185, Chattanooga, TN 37422-2185

**CREDIT CARD**  
 Visa     MasterCard     Discover     American Express  
Card # \_\_\_\_\_  
Name on Card \_\_\_\_\_  
Billing ZIP \_\_\_\_\_ Expiration \_\_\_\_\_ 3-Digit Sec. Code \_\_\_\_\_  
Signature \_\_\_\_\_  
Email \_\_\_\_\_

If you pay by credit card, you may either mail (see address above), fax, or scan/email your completed application to:  
FAX: 423.899.4547 / Scan/Email: [exhibitors@ncyi.org](mailto:exhibitors@ncyi.org)

**REFUND POLICY:**

See Section 12 on the "Conference Exhibitor Agreement"

**HOTEL RESERVATION INFORMATION:**

TN SCALI will be headquartered at the Embassy Suites Hotel and Convention Center. You may go to the hotel's on-line reservation system by following the link from the conference webpage at [www.ncyionline.org/tnscale](http://www.ncyionline.org/tnscale).

**Questions? Contact NCYI at 866-318-6294**