

TRADE SHOW DATE, TIME AND LOCATION

September 12, 2019 from 11:00am – 2:00pm

Chattanooga Convention Center

One Carter Plaza
Chattanooga, TN 37402

Schedule

Vendor set-up	10:00a
Vendors eat	10:30a
Doors open	11:00a
Doors close	2:00p
Booth tear-down	2:00 – 3:00p

Early tear-down of your booth is not permitted. Exhibitors must wait until the trade show has ended before their booth is torn down.

ASSIGNMENT OF SPACE

Diamond sponsors will have first choice of booth location, and then Gold sponsors will be next. The remainder of booth placements will be placed by the board and will be based on participation/attendance at prior 2019 CAA events. You will be notified with your table placement prior to the show.

REGISTRATION/PAYMENT

Registration is \$300 (CAA members ONLY). This includes 1 booth (8 ft. table), event access for 2 company representatives, and food. There will be a \$50 (per person) charge for additional representatives (3 or more).

Exhibitors are responsible for any additional booth materials including; backdrop, table coverings, easels, electricity/power strips, etc. Many of these items are available for purchase through the Convention Center website. You can find additional information about Exhibitor Resources available through the Convention Center by [clicking here](#).

All CAA dues/invoices must be paid in full prior to allowing placement in the Trade Show. Booths must be paid for in advance. No refunds due to cancellation by any Exhibitor will be made after September 2nd.

DOOR PRIZES

All Exhibitors are required to bring a door prize (minimum \$100). Each exhibitor will be assigned a specific time for their drawing. Blind drawings will take place the latter portion of the trade show. No exhibitors may register for any prizes

HANDLING, SHIPPING AND STORAGE

If you plan to ship materials ahead of the show the venue WILL accept packages, but only 3 days in advance of the show.

Please send to:

Chattanooga Convention Center (loading dock)
ATTN: CAA Vendor Trade Show/09-12-2019
(Company and contact name)
1 Carter Plaza
Chattanooga, TN 37402

For return shipments, you will need to order drayage through the Convention Center website. To do so, you will click on the Exhibitor Resources tab ([click this link to take you directly to the Exhibitor Resources page](#)). Once on that page, scroll down to the bottom and click on our event. From that page you can enter the drayage information you need. After the event is over you will need to call (UPS/FedEx, etc.) and schedule a pickup, box up any packages, and place the return label on them. The rep(a) at the show can leave them at the booth/table. The convention center staff will then see that the packages are taken to their storage cage to await return pickup.

PARKING

Parking is available in the Convention Center parking garage at the rates of:

- One hour - \$2
- Three hours - \$4
- Five hours - \$6
- Daily max - \$8

Or you can park in one of the nearby lots or parking meters.

Additional information regarding loading/unloading and parking can be found [here](#).