

Thank you very much for participating in the 2021 *Tennessee Credit Union Connect* conference coming **on March 11** outside of Nashville. Below is some helpful information for your planning efforts to attend the show. This information, and updated details, can be found via link on the “[Sponsor or Exhibit](#)” page of the [event website](#).

Attached you will find information about the **badge scanner** used to track who visits your session or booth, the digital program guide, the grand prize raffle, and raffling off a prize from your booth.

The show takes place at the Embassy Suites by Hilton Nashville South Cool Springs, 820 Crescent Centre Drive Franklin, Tennessee. More hotel information can be found on the website [HERE](#).

Exhibitor Setup. Exhibitors may set up their 8’ x 10’ booths from 1 PM to 6 PM on Thursday, March 10th or on Friday, March 11th from 6 AM to 8 AM.

The league has decided not to have the originally scheduled educational content on the first day (Thursday). There was a cocktail reception scheduled for those first day attendees at 5 PM that night in the exhibit hall. As there will no longer be attendees coming on the first day, that reception is now just an open bar and food for the exhibitors.

With your booth or sponsorship purchase you receive a 6’ clothed table, 2 chairs, a wastebasket, and **Wifi access for two (2) people**. The floor is carpeted.

Electricity & Wifi. To order electricity and additional internet access, as well as any additional materials from the hotel, please fill out the attached form and email it to Brian Brooks, brian.brooks@atriumhospitality.com, or Cynthia Vera, Cynthia.Vera@atriumhospitality.com

Hotel Rooms. We have a block of rooms available for Thursday, March 10, 2022 at a room rate of \$149. For reservations call 615-515-5151 and request group code **TCU** or click [HERE](#) to book online with our group discount.

Shipping & Receiving: The hotel will only accept packages as follows:

Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with the responsible party’s name, Tennessee Credit Union Connect, plus “Hold for Arrival Date of Wednesday, October 27, 2021”. There will be a handling charge as follows:

- Boxes up to 36" x 24" x 24" \$5.00 per box
- Larger boxes / display cases \$20.00 per box
- Pallets \$40.00 per

The hotel will not be responsible for any shipping charges, damages or loss to any packages or boxes. There is no charge for carrying in your own materials prior to the show.

The current **Agenda** for the show, including breakout sessions and times, can be found on the website [HERE](#). You are welcome to attend any of the breakout sessions along with breakfast and lunch.

The **attendee list** for the show will be emailed to you one week prior to the event and an updated list sent one week after the event.

Please reach out with any questions.



Thank you again for participating in the Credit Union Connect Conference from the Tennessee Credit Union League. **Some instructions for the show.**

Keeping Track of Who Visits Your Session or Booth

We are using an App as a digital scanner to record the contact information of the attendees who visit your session or your booth. Each badge will have a QR code on it that can be scanned with this program. The App is **FREE**. In order to use it you must: Go to your App store and search for “**Lead Retrieval Badge Scanner**” from **EventPilot** or **ATIV Software** and make sure you **download the badge scanner and not the full program app.**

Once you have the App you can use the QR mobile app to scan QR codes on badges at the show and anywhere else going forward. I advise creating an account on the App to avoid possible data loss and to enable easy exporting of the data after the show. Once you have it, it will work offline and enables lead retrieval without needing Wi-Fi. You can edit the lead and contact information and add notes. Then use the Lead Retrieval Export function to export your leads after the show. Instantly export your entire lead list in CSV format. Import the CSV file into your CRM system, Outlook contacts, or open with Excel.

Digital Program Guide

There will be a printed program guide onsite for the show.

If you would like a digital version, just scan this QR code to download the digital program guide.

guidebook



Grand prize raffle

Attendees will have a raffle card with them that has a map of the show floor on it. They need a certain amount of exhibitors to mark the card to indicate that they visited the booth. Find your booth and mark it off with the provided marker. When they are done they should follow the instructions on the card for turning it in at the appropriate sponsor booth to be entered to win \$400 cash at the end of the show. They must be present to win.

Your raffle prize

You can scan badges or collect business cards to enter people to win your raffle prize if you have one. Draw your winner at 2:30 PM after the attendees go into the last sessions. Then fill out the raffle form we provide with your winners' information, your prize info, and your company and booth information. We will collect the forms at 3 PM.