

Tennessee School Counselor and Administrator Leadership Institute
Murfreesboro, Tennessee • September 21-23, 2025
EXHIBITOR APPLICATION (PLEASE PRINT)

Application for exhibit space at the 2025 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 Institute App) _____

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 _____	
Table #1 Name of Primary Representative _____	
Phone _____	Email _____
Table #1 Name of Additional Representative (add \$100) _____	
Table #2 Name of Primary Representative _____	
Phone _____	Email _____
Table #2 Name of Additional Representative (add \$100) _____	
Table #3 Name of Primary Representative _____	
Phone _____	Email _____
Table #3 Name of Additional Representative (add \$100) _____	

**REQUIRED
EXHIBITOR TABLE
LOCATIONS**

See floor plan for reference.

Choose 5 tables or range of tables where you prefer to be placed. If none of your choices are available, you will be assigned the nearest available table. Please note that tables labeled "SP" are reserved for sponsors. Tables will be assigned in the order they are received and paid for.

CHOICE 1

CHOICE 2

CHOICE 3

CHOICE 4

CHOICE 5

☐ PLEASE CHOOSE
FOR ME.

Save \$50 if you register and pay by July 15, 2025!

Exhibitor Tables Standard Rates
\$550 each

Payment due by August 21, 2025

	Quantity	Amount
Exhibitor Tables		
Additional Table Rep. - \$100 (Limit 1 per table purchased)		
Less the Early Bird Discount - \$50 (Good through July 15, 2025)		
TOTAL DUE:		

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

REFUND POLICY:

See Section 12 on the "Institute 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 Institute webpage at www.ncyionline.org/tnscalei.

Questions? Contact NCYI at 866-318-6294