



NASHVILLE, TN
January 12 & 13, 2019
Track One

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EXHIBITOR CHECKLIST

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|---|----------------------------|
| <input type="checkbox"/> Secure your space | SEE PG. 4 |
| <input type="checkbox"/> Review your inclusions | SEE PG. 7 |
| <input type="checkbox"/> Review SCA policies | CLICK HERE |
| <input type="checkbox"/> Book your hotel | SEE PG. 6 |
| <input type="checkbox"/> File your permit with the city | SEE PG. 6 |
| <input type="checkbox"/> Send Proof of Insurance (Due Jan 4) | CLICK HERE |
| <input type="checkbox"/> Order your electrical (Based on availability, C&P, https://goo.gl/forms/jypEpj9wwEvKE5hF2) | CLICK HERE |
| <input type="checkbox"/> Schedule your freight in, to arrive between November 26-29, 2018 | |
| <input type="checkbox"/> Ensure labels are properly completed | SEE PG. 3 |
| <input type="checkbox"/> Complete the Shipping Manifest (https://goo.gl/forms/qZNwvneNmUj3MfuN2) | CLICK HERE |
| <input type="checkbox"/> Schedule your outbound freight | SEE PG. 3 |



GENERAL EVENT INFORMATION

Event Name: COFFEECHAMPS – Nashville

Event Dates: Saturday & Sunday – January 12 & 13
 Move In: January 10

Location: Track One

Address: 1201 4th Ave S, Nashville, TN 37210

EVENT SCHEDULE:

Warehouse Track One will begin receiving all freight beginning JANUARY 7, 2019

Setup:

Exhibitor Setup:	Friday, Jan 11:	10am – 5pm
	Saturday, Jan 12:	7am – 8:45 am

All tables and booths need to be set by 9:45 a.m.

Competition Equipment set up:	Friday, Jan 11:	3pm – 5pm
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ATTENDEE HOURS:	Saturday, Jan 12:	9am – 5pm
	Sunday, Jan 13:	9am – 5pm

Tear Down	Sunday, Jan 13:	6 – 8pm
Move Out	Monday, Jan 14:	8 – 12pm

All shipments must be out by 12 p.m.

Event Day Access Hours for Competitors, Judges and Exhibitors		
	Friday, Feb 2:	6:30am – 6pm
	Saturday, Feb 3:	6:30am – 6pm



KEY CONTACTS:

CoffeeChamps Staff:

Melissa McGuinness, Sr. Event Manager
melissam@sca.coffee

Logistics & Permits, Exhibitors, electrical

Carlee Curran, Competition Coordinator
carrleeC@sca.coffee

Jennifer Gonzalez, Jr. Event Manager
jenniferg@sca.coffee

Susan Gates, National Account Executive, Sponsorship Sales
susang@sca.coffee

Danny George, Sales Coordinator
dannyg@sca.coffee

Travel and Housing:

Par Avion

Phone: (310) 590-4711

Toll Free: (800) 826-0143

Fax: (310) 649-3554

Email: rescenter@paravion-inc.com

Host Hotel: Holiday Inn
3 mile drive

Rate: \$119 (Shuttle service to venue available)



DELIVERY PROCEDURES

INBOUND

Track One will begin receiving all freight beginning JANUARY 7, 2019.

Label Freight according to instructions below and complete the following link:

<https://goo.gl/forms/qZNwvneNmUj3MfuN2>

EXHIBITORS ONLY PLEASE LABEL WITH INFORMATION BELOW CLICK HERE	SPONSORS & EXHIBITORS ONLY PLEASE KEEP ALL EXHIBITOR ITEMS SEPARATE FROM SPONSOR ITEMS
Attention: CoffeeChamps – Melissa McGuinness COMPANY:: _____ BOOTH: _____ 1201 4th Ave S, Nashville, TN 37210	Attention: CoffeeChamps – Melissa McGuinness COMPANY:: _____ – BOOTH: _____ SPONSOR: _____ 1201 4th Ave S, Nashville, TN 37210

OUTBOUND:

Pack up: January 13, 6 – 8 p.m.

Ship out: January 14, 8 a.m.-12 p.m.

Shipments can be arranged directly via Freeman transportation, if you choose to.

Sponsor/Exhibitors may use any company of their choosing, but all product must be picked up on Monday, January 14th. Should you choose to contract Freeman, please see Freeman Exhibitor Kit.



All items must be properly labeled with your shipping information and the NAME of the Carrier who is picking up your freight.

EXHIBITOR AND SPONSOR INCLUSIONS

Booth: Items Included

- One (1) 8x8 booth
- One (1) 6' table, black drape
- Two (2) chairs
- Communal trash bins
- Communal Recycle bins
- (2) Exhibitor/Guest Passes
- Company listed on our website

All electrical and additional furniture are additional and to be arranged via order form:

C&P: <https://goo.gl/forms/jypEpi9wwEvKE5hF2>.

Roaster Village: Items Included

- One (1) 6' table, black drape
- Communal trash bins
- Communal Recycle bins
- (2) Exhibitor/Guest Passes
- Access to a Grinder & water tower
- Company listed on our website

All electrical and additional furniture are additional and to be arranged via order form:

C&P: <https://goo.gl/forms/jypEpi9wwEvKE5hF2>.



Permits and Onsite Sales

Exhibitors who are out of state must complete a Transient Vendor license two weeks before event:

- [Click here](https://bit.ly/2wN4QqN) or copy and paste link: <https://bit.ly/2wN4QqN>
In state
- All Taxes from the sale of taxable products need to be arranged and paid directly to the city of Nashville, TN.

Food Samples: We encourage everyone to try to serve sample size. Below is a guideline of sample sizes:

- Food items limited to 2 oz.
- Beverages limited to 2 oz. for non-alcoholic beverages and beer, 1 oz. for wine and .05 oz. for all other alcoholic beverages.
- Sampling of beer, wine and/or alcoholic beverages requires a licensed bartender. If you have a licensed bartender on staff, please provide a copy of the license to uscompetitions@sca.coffee. Should you need assistance hiring a bartender, please contact the email above.

Rules for the Exhibitors/Sponsors who wish to sell

- You are responsible for all display equipment and Accounting items.
- Come prepared for cash sales with change
- No stickers allowed on site



SCA Policies and Procedures

Code Of Conduct - <https://sca.coffee/code-of-conduct/>

Participation in the form of an attendee, Exhibitor/Sponsor, Competitor, Vendor must agree to the SCA Code of Conduct. Failure to agree to these terms will forfeit your participation in the event at the discretion of the SCA and CoffeeChamps staff.

Video/Photo

SCA reserves the right to photograph, video the event including sponsor and exhibitor tables for the purposes of training or marketing.

Proof of Insurance

Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, January 12&13, naming Specialty Coffee Association (117 W. 4th Street, Suite 300, Santa Ana, CA 92701) as the certificate holder. Specialty Coffee Association and Track One

Proof of Insurance must be emailed to MelissaM@sca.coffee by January 4th.

Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

If you need to purchase event insurance please use the online application: [CLICK HERE](https://drive.google.com/open?id=1GUgeO8YZKjpxxNpS7szLuPGJRuHSI-IZ)
<https://drive.google.com/open?id=1GUgeO8YZKjpxxNpS7szLuPGJRuHSI-IZ>

Questions: Melissa McGuinness at melissam@.coffee



Management of Booth

The exhibitor will not dismantle their display prior to the stated closing of the exhibition. No exhibit or any part thereof may be removed during the period of such exhibition, without the written consent of exhibition management. Exhibition space must be fully operational and staffed during published exhibition hours. Unstaffed exhibits, undecorated exhibits, including early breakdown, will be removed without the consent of the exhibitor

Age Restrictions

Anyone over the age of 16 must have a ticket. 16 and under are free with paid adult.

Animals

Under the Americans with Disabilities Act (ADA), people with disabilities are welcome to bring their service animals into all areas of the facility. All service animals must wear proper Identification Cancellations

Cancellation policy:

Cancellations 30 days prior to event will receive a full refund. Cancellations 14 days prior to the event will receive a 50% refund. Cancellations less than 14 days prior to event will forfeit the full sponsorship/exhibitor fee.

Thank You – We'll see you in Nashville, TN!