

## Partner Trade Show/Expo / Event Bulk Shipment Policies

We are thrilled when Tennessee's Tourism Partners promote the state at expos, trade shows and special events. The Tennessee Vacation Guide and highway maps can be requested for these events by following the procedure and policy below.

## **POLICY**

All partner trade show requests must be sent through online bulk order form <a href="https://www.tn.gov/tourism/statewide-partners/bulk-order-form.html">https://www.tn.gov/tourism/statewide-partners/bulk-order-form.html</a>

**Details:** In comment field, please include all additional information for shipping, booth, etc., first available date for arrival. TDTD cannot take on the responsibility of researching how a show accommodates shipments.

Lead Time: Two weeks

TDTD fulfills bulk orders through general services warehouse shipping. Orders likely are not shipped same day order is placed. Depending on the details, orders can be shipped out of the office, however orders go into a queue in the order in which they are received.

**Number of guides:** Please only request the amount that you truly need. While we love the enthusiasm, we do not want guides left in a destination once a show is over to be recycled, or worse, simply thrown away.

**Type of shipment:** TDTD cannot incur extra cost to ship express or overnight so that a partner doesn't have handling fees. If there is concern, please request items shipped to you so that you can ensure arrival between dates or transport items to show.

## **Contact:**

For questions regarding bulk orders of Highway Maps and TN Vacation Guides, please contact:

Fay Hicks Fay.Hicks@tn.gov 615-741-2159