



Thank You for Your Sponsorship

Dear National Account Partners & Preferred Vendors,

We look forward to having you join us for the 2023 Epcon National Conference! Thank you for your generous sponsorship. With your support, we have another great development and networking event planned for Epcon Communities, its network of Franchise Builders, and their teams.

We are thrilled to announce that we are holding this year's conference in lively Nashville, Tennessee. We will kick off the festivities with a private tour of the Country Music Hall of Fame following by a cocktail reception and banquet dinner. Thereafter, the bulk of the programming will be held at the JW Marriott Nashville and an offsite networking event will be hosted at the Wildhorse Saloon.

Within this Sponsor Guide, you will find all the details that you need to plan your time with us at the 2023 Epcon National Conference: agenda, registration, logistics, shipping, receiving, accommodation and transportation needs.

Epcon Communities values and appreciates the relationships we hold with you and the commitment you make to enhance and elevate our Franchise Builders' operations and success.

If you have any questions, please contact us and we will gladly assist.

Josh Klinger
National Purchasing Manager
Epcon Franchising
614-761-1010
jklinger@epconcommunities.com

Caitlin Schrimpf
Training & Resource Manager
Epcon Franchising
614-270-7501
cschrimpf@epconcommunities.com

Accommodation



The Westin Nashville
807 Clark Pl, Nashville, TN 37203

Epcon has secured a room block exclusively for our vendor partners at The Westin Nashville, directly across the street from the JW Marriott.

Epcon has secured a room rate of \$309/night plus applicable state and local taxes. Valet parking is \$50 per day.

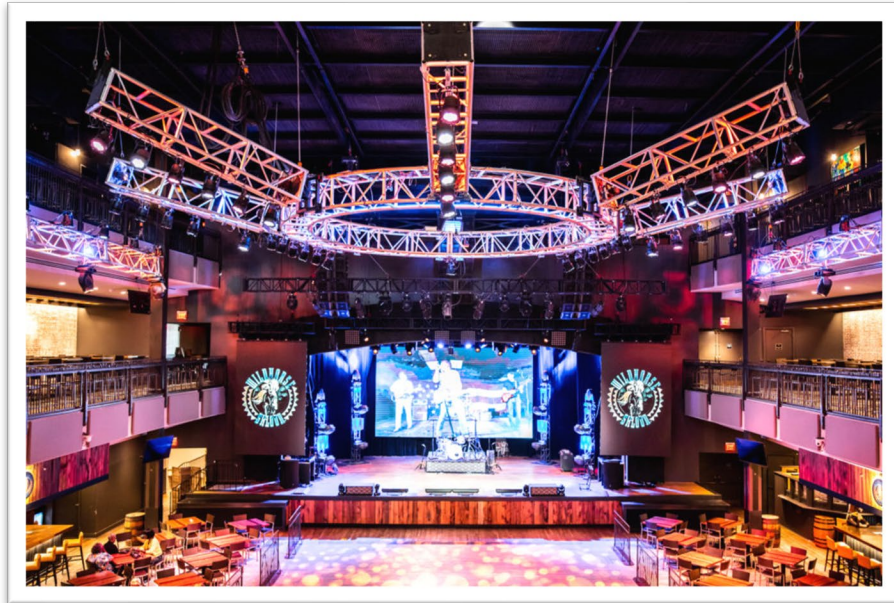
In order to obtain a room at this discounted rate, you must reserve your rooms by March 25, 2023 through the link provided below. **Please note that room availability is not guaranteed so booking well in advance is highly recommended.**

Epcon Room Reservation Link:

<https://book.passkey.com/event/50367575/owner/14419593/rooms/list?sort=default>

Discounted Rate Deadline: March 25, 2023, subject to availability

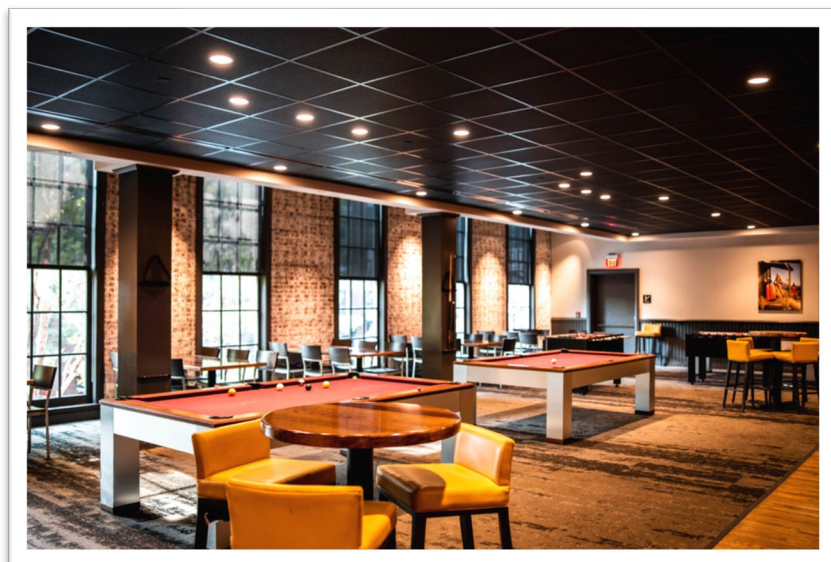
Off-Site Networking Event



Wildhorse Saloon
120 2nd Ave N, Nashville, TN 37201

The off-site Networking Event will be held at the Wildhorse Saloon and will take place on Thursday, April 27th after the Vendor Fair concludes. This is within walking distance of the JW Marriott and Westin hotels.

The 2nd floor of the Wildhorse Saloon has been reserved for Epcon Conference attendees only. Food and beverages will be available accompanied by live music and dancing. Enjoy an evening out in the unique atmosphere that only Nashville can offer with conference attendees, members of the Epcon team, and fellow vendors.



Before the Show

Online Registration and Next Steps

Individual Registration: Each attendee must complete registration at the following link to ensure their name badge is printed at registration.

[Vendor Attendee Registration](#)

Company Logos and Advertisements

Submit the following to Caitlin Schrimpf: cschrimpf@epconcommunities.com

Opening Act Sponsors:

- Submit a square company logo in .png format.

Headliner Sponsors:

- Submit a square company logo in .png format.
- Provide a quarter page ad for the printed program with the following specs:
 - PDF Format
 - Size: 3.25" x 4.25"
 - Orientation: Vertical
 - Resolution: High Resolution, 300 DPI
 - No Bleeds

On-Site Registration

Premiere, VIP, and Headliner Levels
Wednesday, April 26th

9:00AM-4:00PM

Premiere, VIP, and Headliner level sponsors should plan to check in to obtain their badge at the Welcome Center located at the Griffin Prefunction North area of the Meeting Room level at the JW Marriott.

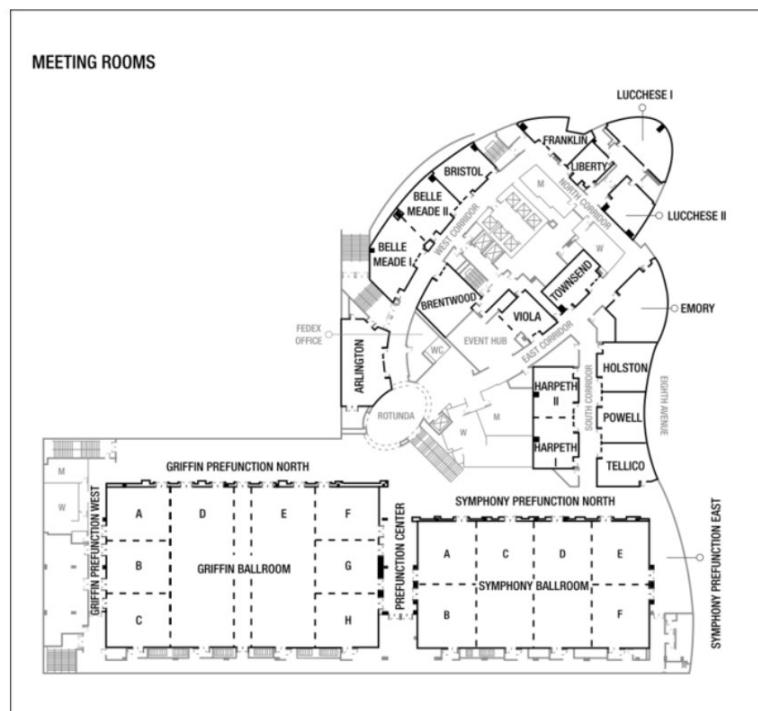
Premier, VIP, and Headliner sponsors are required to check in at the registration desk prior to attending the Banquet Dinner and Awards Ceremony at the Country Music Hall of Fame. **Conference badge is required for entry at all off-site events.**

Opening Act Level
Thursday, April 27th

7:30AM-11:00AM

Opening Act level sponsors are also welcome to register on Wednesday, if desired. If not, registration begins at 7:30am Thursday.

Conference badge is required for entry at all off-site events.



Vendor Table Set-Up & Vendor Fair Details

Thursday, April 27th

7:30AM-11:00AM

Vendor Fair Booth Set Up

Vendors have a dedicated area for booths in Griffin EFGH. Please have your booth set up by 11:00am for our guests to begin visiting booths during lunch hour.

Thursday, April 27th

12:00PM-3:00PM

*Vendor Fair Soft Open
Griffin EFGH*

All conference attendees will have access to the Vendor Booths beginning at lunch.

Thursday, April 27th

3:00PM-5:00PM

*Dedicated Vendor Fair & Networking
Griffin EFGH*

This Traditional Vendor Fair is a dedicated timeframe in the conference program for attendees to visit Vendor Booths. This event includes beverages, food, and prize give-aways.

Thursday, April 27th

5:00-6:00PM

Available Teardown Time

Friday, April 27th

9:00AM-12:00PM

Final Teardown Time

All materials must be packed and removed from the room by 12:00pm.

All vendors are welcome to join us for all the general conference meals served onsite at the JW Marriott

Agenda

The conference agenda is for informational purposes only.

Please note that workshops are for conference attendees only and vendors are NOT permitted to attend.

Wednesday, April 26th

9:00am-4:00pm: Registration

5:30pm: Tour, Welcome Reception & Awards Dinner at the Country Music Hall of Fame
(Limited to Premier, VIP, and Headliners)

Thursday, April 27th

7:30am-8:30am: Breakfast & Networking

8:30am-10:15am: Opening General Sessions

10:45am-12:00pm: Workshops

12:00pm-1:00pm: Lunch & Vendor Fair Soft Open

1:00pm-3:00pm: Workshops & Vendor Fair Soft Open

3:00pm-5:00pm: Dedicated Vendor Fair Time

6:00pm-8:00pm: Offsite Networking Event at the Wildhorse Saloon

Wednesday, April 27th

7:30am-8:30am: Breakfast & Networking

7:30am-8:30am: Power of Partnerships Purchasing Breakfast

8:45am-10:15am: General Sessions

10:30am-12:00pm: Workshops

12:00pm-1:00pm: Lunch & Networking

1:00pm-1:45pm: Workshops

2:00pm-3:00pm: Closing General Session

Vendor Fair Logistics

Onsite Registration

Vendor Onsite Registration will be at the Griffin Prefunction North area of the Meeting Level at the JW Marriot. Please check in at the Welcome Center to collect your name badge, table assignment, and sponsor packet. **NAME BADGE IS REQUIRED FOR ENTRY TO ALL OFF-SITE EVENTS.**

Vendor Table Time for General Circulating Traffic

All vendors are asked to have their booths set and staffed beginning at noon on Thursday the 27th. This will allow for circulating traffic during lunch and sessions in addition to the Traditional Vendor Fair from 3pm-5pm.

Vendor Fair Layout

The Traditional Vendor Fair will be held in the Griffin EFGH. You will receive a map of the room with your Booth location when you check in at the Vendor Registration Desk.

Table/Display Space

Sponsors will each have a 6-foot table with table cloth.

Electrical Needs

Those who indicated on the online registration site that they require an electric hook up at their table will have it preset for them.

Internet Access

There will be free wi-fi in the meeting area.

Attendee List

You will receive a printed copy of the Attendee List in your Sponsor Packet when you check in at Registration. An electronic copy will be distributed the week following the conference. Premier, VIP, and Headliner sponsors will receive an electronic copy of the Attendee List the week prior to the conference.

Promotional Materials

If you would like to order promotional materials and/or swag to give away to attendees at your booths during the Vendor Fair, Epcon Communities works with Proforma Strategic Promotions to order these materials. Reach out directly to Julie Haar to get ideas for give-aways and place an order.

Proforma Strategic Promotions | 670 Meridian Way #297 | Westerville, OH 43082 (614) 267-4969
julie.haar@proforma.com | <http://www.proformastrategic.com>

Shipping Information

TO ENSURE THE SAFE AND TIMELY ARRIVAL OF YOUR PACKAGES, YOU MUST FOLLOW THE LABELING INSTRUCTIONS ON THE SHIPPING GUIDE AND COMPLETE THE FULL FORM.

Shipping TO the Conference

All materials should be scheduled to arrive at the JW Marriott on April 22nd. Use the name of the company and recipient who will be on-site to receive the packages.

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center.

Shipping FROM the Conference

FedEx Office offers pack and ship services. All outbound packages must have a completed carrier airbill affixed to each package.

Additional Questions

If you have specific questions on shipping and receiving, you can contact the FedEx Office Business Center at the JW Marriott Nashville.

FedEx Office Business Center
JW Marriott Nashville
201 8th Avenue South
Nashville, TN 37203
Phone: 615.238.2025
Fax: 615.291.2852
Email: usa0278@fedex.com



JW Marriott Nashville Shipping Instructions

PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names, unless the items are specifically for their use (e.g., hotel specifications, rooming lists, or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **615.238.2025**. Package deliveries should only be scheduled after the recipient has completed the check-in process.

PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

(Guest Name) (Guest Cell Number)
c/o FedEx Office at JW Marriott Nashville
201 8th Avenue South
Nashville, TN, 37203
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center
JW Marriott Nashville
201 8th Avenue South
Nashville, TN 37203
Phone: 615.238.2025
Fax: 615.291.2852
Email: usa0278@fedex.com

Operating Hours
Mon – Fri: 7:30am - 5:30pm
Saturday: 7:30am - 3:00pm
Sunday: Closed

SHIPMENTS WITH SPECIAL REQUIREMENTS

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office in advance of shipping their items to JW Marriott Nashville with any specific questions. If you have any special needs (e.g., refrigeration requirements, after hours delivery requests, or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

ON-SITE PACKAGE DELIVERY

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of JW Marriott Nashville, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting / event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

PACKAGE DELIVERY TO GUEST SUITES / MEETING ROOMS

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at JW Marriott Nashville, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



JW Marriott Nashville Shipping Instructions

UPON YOUR ARRIVAL

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **615.238.2025**; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

UPON YOUR DEPARTURE

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office, indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Envelopes up to 1.0 lb.	\$2.00	\$5.00
0.0 – 1.0 lb.	\$2.00	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$35.00	\$50.00
60.1 – 150.0 lbs.	\$35.00	\$70.00
Pallets & Crates*	\$150.00 or \$0.75/lb. > 200 lbs.	\$150.00 or \$0.75/lb. > 200 lbs.

Package weights will be rounded up to the nearest pound.

* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.75/lb. > 200 lbs., which is applied to each pallet/crate handled.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Envelopes up to 1.0 lb.	No Charge
0.0 – 10.0 lbs.	\$5.00
10.1 – 30.0 lbs.	\$10.00
30.1 – 60.0 lbs.	\$15.00
60.1 – 150.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

ADDITIONAL SERVICES

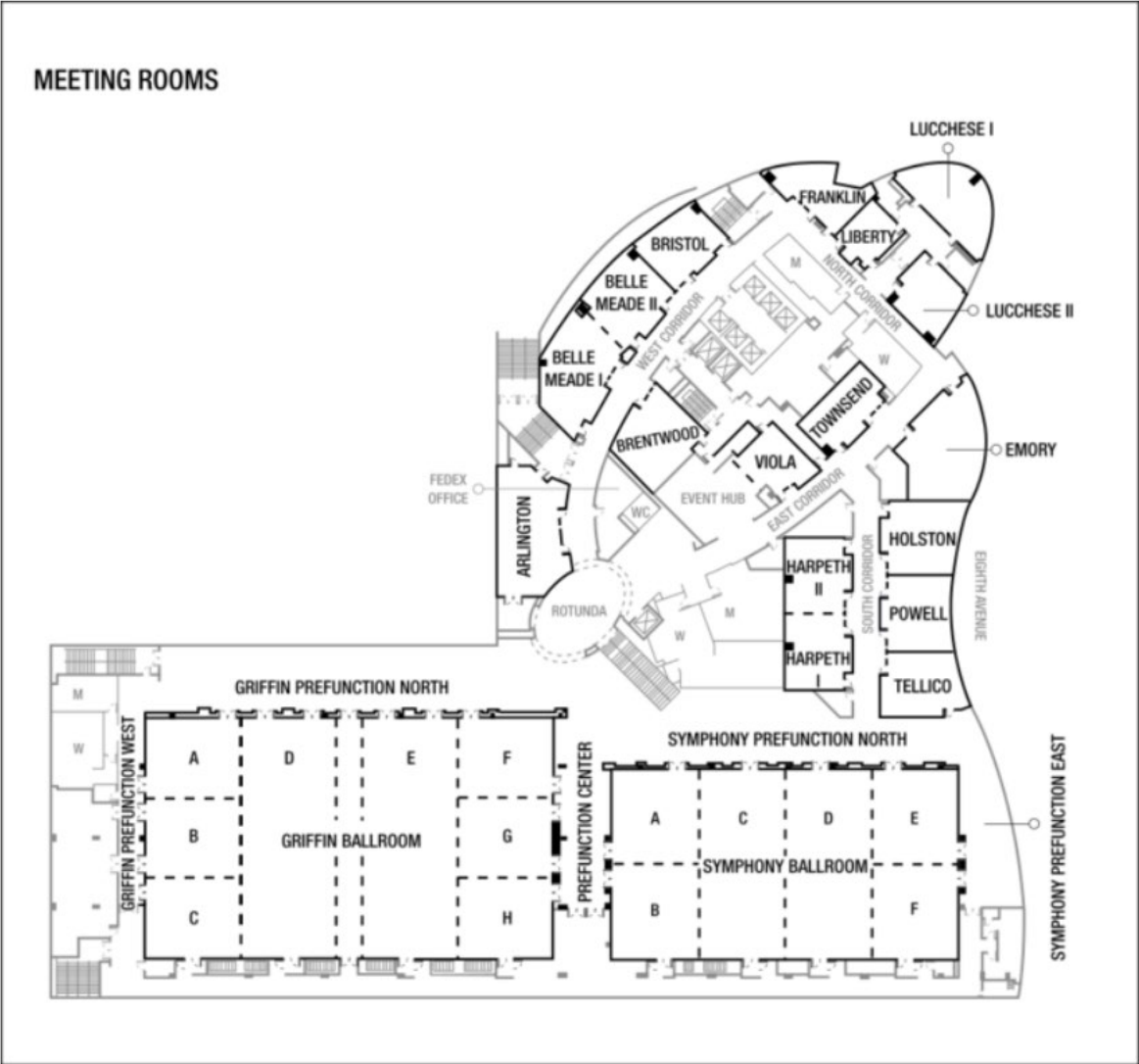
Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

Hotel Layout

All meals, workshops, and general sessions along with registration and the vendor fair will be held on the Meeting Level of the JW Marriott Nashville.



Transportation

Nashville International Airport (BNA)

- Nearest airport to Downtown Nashville.
- 20-minute drive from BNA to the JW Marriott.

Travelling from BNA to the JW Marriott

Ride Share Services: There are several rideshare options in the Nashville area.

Car Rentals: A number of rental car companies operate out of BNA.

Feel free to use the Epcor Partner Account through [National Rental Car](#).

Parking at the Hotel

Valet parking is \$50 per day.