



**EMBASSY  
SUITES**  
by HILTON™

Nashville SE Murfreesboro

**KAITLYN HOLMES** | Conference and Event Manager

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**Website:** [embassysuitesmurfreesboro.com](http://embassysuitesmurfreesboro.com)

**Virtual Tour:** <https://www.weselfwalk.com/atrium-embassy-suites-murfreesboro>

**About Murfreesboro:** <https://online.flippingbook.com/view/1035326451/>

**Socials:** [Facebook](#) | [Twitter](#) | [TripAdvisor](#)

# VENDOR LOAD OUT INSTRUCTIONS

## Post Event Outgoing Shipping –

- Vendor / Group is responsible for arranging outgoing pick up through FedEx, UPS, etc.
- Vendor / Group should arrange pick up within 48 hours of end of event
- If arranging pick up, group must provide Events Service Manager of information (Kaitlyn Holmes)
- Vendor / Group must take outgoing package to the Murphy Room
- If package is left after event and has not been picked up within 7 days, package / items will be discarded
- If outgoing is a pallet (See Kaitlyn Holmes)
- If Vendor needs shipping labels printed (See Kaitlyn Holmes)

## Teardown / Clean Up / Waste –

- During teardown, if you have any empty boxes, please break them down and combine into (1) pile
- During teardown, please take all items back with you. Any items left behind will be discarded
- During teardown, the hotel is responsible for removing all booth items below -
  - Draping
  - Table
  - Additional purchased items through hotel
  - Waste basket
  - Chairs
  - ANYTHING ELSE IS VENDOR RESPONSIBILITY

## Murphy Room Location –

- Go to the lobby – front desk
- Take a left as if you are going towards the elevators
- Go past the elevators towards comp breakfast area
- Murphy Room is on the right
- Look for Embassy Suites Signage