



Request for Proposal

Meeting Name:	Annual Sales Meeting and Vendor Tradeshow	Planner Information:
Org. / Company:	Tractor Supply Company	Courtney McGee, CMP
Response Due:	ASAP	President & CEO
Decision Date:	July 1, 2017	Event Logistics, Inc.
# of Attendees:	2800	700 Church Street, Suite 100
		Nashville, TN 37201
Date / Location:	Mid February - Mid March, 2013, 2024, 2025	Phone: (615) 695-5224
		Fax: (615) 871-0095
Notes:	This is the Annual Sales Meeting for Store Managers Rooms listed as double/double must have two beds. Saturday - Wednesday pattern	E-mail: courtney@eventlogistics.com
Meeting Requires:	Complimentary function space Discounted self parking for attendees Complimentary internet connections at Registration Desk, Planning Office and A/V Desks Complimentary easels	
Additional hotel information:	Availability Sleeping room rate Room tax Sales tax Total number of sleeping rooms and breakdown by type. Airport Shuttle - yes/no and price Detail list of all additional charges and / or costs.	

Tractor Supply Company
2023, 2024, 2025 Annual Sales Meeting

2023	SINGLES	DBL/DBLS	STAFF	SUITES	TOTALS	COMMENTS
Saturday	250	500	20	5	775	
Sunday	650	1200	20	20	1890	Main Arrivals
Monday	650	1200	20	20	1890	
Tuesday	600	1200	20	20	1840	
Wednesday						Main Departures
Totals	2150	4100	80	65	6395	

Junk Supply Company				
2023, 2024, 2025 Annual Sales Meeting				
Date/Time	Activity	# of ppl / Set-Up	Square Footage	Location - To be Completed by Hotel
Friday				
8:00 AM / 24 hour - Wed. noon	Meeting Planning Office	25	1,500	
8:00 AM / 24 hour - Wed. noon	Storage		800	
8:00 AM / 24 hour - Wed. noon	Registration Desk Set-up- Vendor		Pre-Function	
8:00 AM / 24 hour - Wed. noon	Registration Desk Set-up - TSC		Pre-Function	
8:00 AM / 24 hour - Wed. noon	General Session / Ballroom set-up	2,500 / Rounds	60,000 sf.	
8:00 AM / 24 hour - Wed. noon	Exhibit Halls set up		180,000 sf.	
Saturday				
8:00 AM / 24 hour - Wed. noon	Meeting Planning Office	25	1,500	
8:00 AM / 24 hour - Wed. noon	Storage		800	
8:00 AM / 24 hour - Wed. noon	Registration Desk - Vendor		Pre-Function	
8:00 AM / 24 hour - Wed. noon	Registration Desk - TSC		Pre-Function	
8:00 AM / 24 hour - Wed. noon	General Session / Ballroom	2,500 / Rounds	60,000 sf.	
8:00 AM / 24 hour - Wed. noon	Exhibit Halls		180,000 sf.	
Sunday				
7:30 AM - 5:00 PM	Registration Desks Open (TSC & Vendor)		Pre-Function	
8:00 AM - 6:00 PM	Vendor Move In			
8:00 AM / 24 hour - Wed. noon	Photographer's Office		800	
11:00 AM - 1:30 PM	Lunch - Early Arrivals	1,250		
1:00 PM - 5:00 PM	Breakout Meeting	250 / Rounds	4,500	
	Breakout Meeting	250 / Rounds	4,500	
	Breakout Meeting	250 / Rounds	4,500	
	Breakout Meeting	250 / Rounds	4,500	
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5:30 PM - 5:45 PM	Opening General Session	2,500 / Rounds	60,000 sf.	
5:45 PM - 6:30 PM	Reception	2,500		
6:30 PM - 10:00 PM	Buffet Dinner and Entertainment	2,500 / Rounds	60,000 sf.	
Monday				
6:30 AM - 5:00 PM	Registration (TSC and Vendor)		Pre-Function	
6:30 AM - 7:45 AM	Breakfast	2,500 / Rounds	60,000 sf.	
8:00 AM - 9:15 AM	General Session	2,500 / Rounds	60,000 sf.	
9:15 AM - 9:30 AM	Break			
9:15 AM - 5:00 PM	Tradeshow		180,000 min.	
11:30 AM - 1:30 PM	Lunch - Vendors	1750 / Rounds / Flow	25,000 sf.	
11:30 AM - 12:30 PM	Lunch - TSC	2,500 / Rounds	60,000 sf.	
12:30 PM - 1:30 PM	General Session	2,500 / Rounds	60,000 sf.	
1:30 PM - 1:45 PM	Break	2,500		
1:45 PM - 3:15 PM	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
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5:15 PM - 6:30 PM	Vendor General Session	1,750	25,000 sf.	
6:30 PM - 7:30 PM	Regional Night Reception	2500		
7:30 PM - 9:00 PM	Regional Awards Dinners			
	Region 1	250 / Rounds	4,500	
	Region 2	250 / Rounds	4,500	
	Region 3	250 / Rounds	4,500	
	Region 4	250 / Rounds	4,500	
	Region 5	250 / Rounds	4,500	
	Region 6	250 / Rounds	4,500	
	Region 7	250 / Rounds	4,500	
	Region 8	250 / Rounds	4,500	

Junk Supply Company				
2023, 2024, 2025 Annual Sales Meeting				
	Region 9	250 / Rounds	4,500	
	Region 10	250 / Rounds	4,500	
	Region 11	250 / Rounds	4,500	
	Region 12	250 / Rounds	4,500	
Tuesday				
6:30 AM - 5:00 PM	Registration (TSC and Vendor)		Pre-Function	
6:30 AM - 7:45 AM	Breakfast	2500 / Rounds	60,000 sf.	
8:00 AM - 8:45 AM	General Session	2500 / Rounds	60,000 sf.	
8:45 AM - 9:00 AM	Break	2,500		
7:00 AM - 5:00 PM	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
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	Breakout	250 / Rounds	4,500	
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9:00 AM - 5:00 PM	Tradeshow		180,000 sf.	
10:30 AM - 10:45 AM	Break	2,500		
11:30 AM - 1:30 PM	Lunch - Vendors	1,750 / Rounds / Flow	25000 sf.	
11:30 AM - 12:45 PM	Lunch - TSC	2,500 / Rounds / Flow	40,000 min.	
12:45 PM - 1:30 PM	General Session	2,500 / Rounds	40,000 min.	
1:00 PM - 5:00 PM	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
	Breakout	250 / Rounds	4,500	
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3:15 PM - 3:30 PM	Break	2,500		
5:00 PM - 9:00 PM	Vendor Move Out			
6:30 PM - 7:30 PM	Company Awards Reception	2,800 / Rounds	60,000 sf.	
7:45 PM - 10:00 PM	Company Awards Night	2,800 / Rounds	60,000 sf.	
Wednesday				
6:00 AM - 12:00 PM	Vendor Move Out			
6:30 AM - 7:45 AM	Breakfast	2500 / Rounds	60,000 sf.	
8:00 AM - 9:45 AM	General Session	2500 / Rounds	60,000 sf.	
10:00	Departures			

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