**TENNESSEE ELKS’ ASSOCIATION – 2024 ANNUAL MEETING and CONVENTION**

**EDGEWATER HOTEL AND CONFERENCE CENTER - 402 RIVER ROAD – GATLINBURG TN 37738**

**Phone: 1-865-436-4151 – Email:** **info@edgewater-hotel.com** **– April 11-13, 2024**

**ALL RESERVATIONS ARE DUE BY FEBRUARY 20, 2024**

 **MAIL TO: CAROL HENDERSON, 1725 MCBRIDE ROAD, LEWISBURG, TN 37091**

**CONVENTION REGISTRATION: (Please print legibly)**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LODGE #:\_\_\_\_\_\_MEMBER #\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_ZIP\_\_\_\_\_\_\_\_\_\_**

**PRINT NAME FOR BADGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRINT OFFICE FOR BADGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LODGE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Circle Registration Type: With Meals: $90.00 or Without Meals: $50.00. Late Fees, if applicable add $5.00 per person**

 **Individual Meal Tickets for Pre-registration: Friday @ $45.00 - Sat. Banquet @ $50.00**

 **Individual Meal Tickets for late registration: Friday @ $50.00 - Sat. Banquet @ $55.00**

**Accompanied by (sharing same room, if applicable): (Please print legibly)**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_LODGE #:\_\_\_\_\_\_MEMBER #\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_ZIP\_\_\_\_\_\_\_\_\_\_**

**PRINT NAME FOR BADGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRINT OFFICE FOR BADGE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LODGE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Circle Registration Type: With Meals: $90.00 or Without Meals: $50.00. Late Fees, if applicable add $5.00 per person**

 **Individual Meal Tickets for Pre-registration: Friday @ $45.00 - Sat. Banquet @ $50.00**

 **Individual Meal Tickets for late registration: Friday @ $50.00 - Sat. Banquet @ $55.00**

**A check or Money Order payable to the TEA must accompany the Convention Registration or it will be *RETURNED*. Please note: The hotel cannot take a check made out to TEA and TEA cannot take a check made out to the hotel.**

**PLEASE NOTE: There will be no table reservations available.**

* **Convention registration with meals: $90.00 per person if received by February 20, 2024. After this date: $95.00**
* **Convention registration without meals: $50.00 per person if received by February 20, 2024. After this date: $55.00**
* **Registration is required for all those in attendance and badges MUST be worn at all times to attend meetings or to visit Hospitality Room. PLEASE NOTE: ALL ROOMS ARE NON-SMOKING.**

ROOM NEEDED**: (includes tax)**

 Sleeping Room @ **$ 139.81 per night**

Special Requests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTURE: (**CHOOSE ONE**)

Thursday, April 11, 2024 \_\_\_\_

Friday, April 12, 2024 \_\_\_\_

Saturday, April 13, 2024 \_\_\_\_

Sunday, April 14, 2024 \_\_\_\_ \_\_\_\_

ARRIVAL: (**CHOOSE ONE**)

Wednesday, April 10, 2024 \_\_\_\_\_

Thursday, April 11, 2024 \_\_\_\_\_

Friday, April 12, 2024 \_\_\_\_\_

Saturday, April 13, 2024 \_\_\_\_\_

**A check payable to the EDGEWATER HOTEL AND CONFERENCE CENTER or credit card payment MUST accompany this room reservation, or it will be returned. Please print legibly:**

**Credit Card Type\_\_\_\_\_\_\_\_\_\_\_\_\_Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exp. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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#  TENNESSEE ELKS’ ASSOCIATION 2024 ANNUAL MEETING & CONVENTION

**EDGEWATER HOTEL AND CONFERENCE CENTER**

**402 RIVER ROAD – GATLINBURG TN 37738**

**Phone: 1-865-436-4151 – Email:** **info@edgewater-hotel.com** **April 11–13, 2024**

**For convention information, PLEASE READ CAREFULLY:**

The Annual Meeting and Convention of the Tennessee Elks Association will be held at the Edgewater Hotel and Conference Center in Gatlinburg, Tennessee, on April 11-13, 2024.

Sleeping Rooms: Hotel reservations must be made thru the TEA’s Housing Officer, Carol Henderson, and will not be accepted by the Edgewater Hotel and Conference Center. Room rates will be $139.81 per night, includes tax. Room types (kings, doubles, etc.) cannot be guaranteed and will be reserved on a first come, first serve basis. There are no smoking rooms available. Reservations are due to the Housing Officer by TUESDAY, FEBRUARY 20, 2024. Lodges are encouraged to make tentative reservations prior to this date for their officers and members they expect to attend. Lodges will be allowed to cancel or make changes to their registration before March 10, 2024, without any penalties. Check in time is 3:00 p.m. and check out is 12:00 Noon. After March 10, 2024, room cancellations must be made directly to the hotel within at least 24 hours prior to the arrival date to keep from being charged for the first night. Payments to the Edgewater Hotel and Conference Center must be made by check, money order or credit card. The hotel CANNOT accept checks made out to TEA. Please Note: Tennessee Elks Association (TEA) CANNOT accept checks made out to Edgewater Hotel – these must be separate payments.

Convention Registration: Registration is required for all those in attendance and badges must be worn at all times to attend meetings or visit the Hospitality Rooms. Convention registration with meals is $90.00 per person if received by February 20, 2024. Late registration will be $95.00. Convention registration without meals is $50.00 per person if received by February 20, 2024. Late registration will be $55.00. Meal tickets may be purchased individually at the convention, but will incur additional late fees, which are listed on the registration form. Requests for reserved seating for meals can NOT be honored for the convention. Table reservations will not be available.

Registration fees must accompany the reservation forms. Cancellations for registrations will not be honored after March 10, 2024. Refunds will NOT be issued. Convention registration payments must be made payable to the TEA in the form of a check or money order. TEA cannot accept checks if room fees are included with registration fees.

Exalter Rulers are asked to please publish this information in their Lodge Bulletins and post in their Lodges. Send hotel reservation and TEA registration forms to Carol Henderson, 1725 McBride Road, Lewisburg, TN 37091. Emails are not accepted.

 **Fraternally,**

 **Carol Henderson**

 **Carol Henderson**

 **TEA Housing Chairman, 2023-24**

 **Cell: 931-580-2675**

 **Office: 931-359-3039**

 **Email:** **ssblawoffice@bellsouth.net**

#  TENNESSEE ELKS’ ASSOCIATION 2024 ANNUAL MEETING & CONVENTION

**EDGEWATER HOTEL AND CONFERENCE CENTER**

**402 RIVER ROAD – GATLINBURG TN 37738**

**Phone: 1-865-436-4151**

 **RESERVATIONS:**

* **MUST be made through the Housing Chairperson in order to receive the Elks’ room rate – No exceptions. TEA payments and/or check or credit card information for hotel must accompany the registration form.**

 **TEA Registration:**

* **MUST be paid by check, money order, cashier’s check or cash**
* **Payable to TEA**
* **TEA does not accept credit card payments for registrations**
* **Payment must accompany registration forms**
* **Emails sent will not be processed until the TEA registration fee and hotel information is received by Housing Chairperson**
* **TEA does not accept checks made to the Hotel for TEA registration**

**HOTEL Registration:**

* **MUST be paid by check, money order, cashier’s check or cash or credit card**
* **Payable to Edgewater Hotel and Conference Center**
* **The hotel does not accept payments made to TEA for Hotel registrations**
* **Payment or credit card information must accompany registration forms**
* **Emails sent will not be processed until the TEA registration fee and Hotel information is received by Housing Chairperson**

**CANCELLATIONS:**

* **Room reservations not cancelled by the noted time will be charged for one (1) night’s stay**
* **TEA Registrations for meals and/or Badges not cancelled by the noted time will not be refunded**

**HOSPITALITY ROOM:**

* **Hospitality Rules are included in registration packets & posted in Hospitality with extra copies on Registration Table, PLEASE read, obey and follow all Hospitality Rules**
* **Anyone under the age of 21 years old is NOT allowed in Hospitality Area**
* **Hospitality is ALWAYS CLOSED during Memorial Services**
* **Hospitality is ALWAYS CLOSED during all Grand Exalted Ruler Banquets, if applicable**
* **A Hospitality Schedule is posted and is only open during those times**
* **Bartenders’ discretion if a person needs to be “cut off” from being over-served**

**MEALS:**

* **Please notify Housing Chairperson of any food allergies, vegan preference, etc**.

**HOST MEAL:**

* **Please notify Housing Chairperson if you intend to attend the Gatlinburg Lodge’s meal on Thursday night, April 11th, including total number in your party**