TAF 2027 HOTEL BILLING REQUEST FORM

Tennessee Association of Fairs
January 13th – January 17th , 2027
HOST HOTEL: EMBASSY SUITES NASHVILLE SE - MURFREESBORO

This is not a reservation form and should be used for billing requests only.
Please complete this form to request an invoice or summary of charges for your TAF 2027 hotel reservations. Once completed, email the form to **MBTESreservations@atriumhospitality.com**

County / Fair Name:

Primary Contact Name:

Phone Number:

Email Address for Invoice / Billing Questions:

Billing Address (include department or office name):

RESERVATION SUMMARY
Please list each reservation associated with this billing request.
Guest Name / Reservation Name and Confirmation Number:

BILLING PREFERENCES
TaxExempt Status (check one):
_○___Taxexempt documentation attached
_○___Not taxexempt

Method of Payment (check one):
_○___Send me a credit card authorization form. I will not be sending a check-in.
_○___I will be paying by check and understand that full payment must be received by December 7h.

Checks for your rooms at Embassy Suites should be addressed and mailed to:

Kendra Baker
Embassy Suites Nashville SE-Murfreesboro
1200 Conference Center Blvd
Murfreesboro, TN 37129

COSTS:
One night room and tax are $211.96
One night room and City and County tax with a tax exemption form is $194.70
Please include a copy of tax exemption form with your payment & email a copy to MBTESreservations@atriumhospitality.com. Note that City and County taxes are not covered by a tax exemption form and will not be removed. If you are paying via credit card, you will need to reach out to the reservations inbox to obtain a cc authorization form.

SUBMISSION:
Completed forms should be emailed to: **MBTESreservations@atriumhospitality.com**