HOTEL RESERVATION INFORMATION

Tennessee Association of Fairs
January 13th – January 17th , 2027

Billing and Payment Overview:
A valid method of payment (credit card) is required within the online booking tool to secure each reservation. You may use the same card at checkin or request that the hotel email you a credit card authorization form if you prefer to use a county or organizational card.

If you choose to pay by check in advance, you must mail payment to cover the full room and applicable taxes for each reservation. All check payments should reference your county/fair name and TAF 2027.

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

Attn: Kendra Baker
Embassy Suites Nashville SE – Murfreesboro
1200 Conference Center Boulevard
Murfreesboro, TN 37129

Billing Support / Invoice Requests
Should you need assistance with an invoice or a summary of charges, please use the Billing Request Form attached.

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.

Payment Deadline:

FULL pre-payment for reservations is due by **December 21st, 2026,** at 5pm CST. Reservations not fully paid for by this time will be cancelled. If a check does not cover room and applicable tax, and is sent in without a tax exemption form, the reservations will not be considered fully pre-paid. The reservation must include the name of at least one guest by this date.

Cancellations and Changes:

All cancellations must be made by **December 21st at 5pm CST.** After this date and time, pre-payment is non-refundable. All reservation changes must be made by **January 11th, 2027, 4pm CST**. **ALL changes must be sent to MBTESreservations@atriumhospitality.com. All cancellations and changes must be made via email and not by phone for tracking purposes.**

Partner Hotels (Overflow Room Blocks)

If your reservations are placed at a partner hotel:

- You will receive a separate confirmation number directly from the partner hotel.
- The partner hotel will provide its own credit card authorization forms, payment instructions, and contacts.
- Any changes or cancellations for partner hotel reservations must be made directly with that hotel, following its policies and deadlines.

Please note that while TAF will make every effort to place counties at the host hotel first, use of partner hotels may be necessary to accommodate all attendees during the January 2027 event.