

Dear TCAT,

We are excited to welcome your upcoming convention at the Embassy Suites Murfreesboro Convention Center. To ensure a smooth parking experience for you and your attendees, please review the following parking instructions. It is important to inform your guests about the parking procedure to avoid any charges or tickets during the event.

Upon arrival, you will see signs in the parking lot with a QR code to scan.

Please share the following steps with your attendees when parking in our lot:

1. **Scan the parking QR code** in the lot upon arrival.
2. **Enter your information** on the screen:
 - Phone Number
 - Vehicle Plate Number
 - Vehicle Plate State
 - Duration of Parking
3. **Click “Have a validation code? Click here to enter.”**
4. **Enter your group’s parking code:** UJWQ2
5. **Agree to the Terms of Service and Privacy Policy** by checking the box.
6. **Click “NEXT.”**
7. **Ensure the “Total Due” line shows as \$7.00 per night.**
8. **Click “START PARKING SESSION.”**

If you have any questions or need further assistance, please don’t hesitate to contact me.

We look forward to hosting your event!