



**1. How do I reserve exhibit space or become a sponsor?**

Please contact Susie Jensen, Exhibit/Sponsorship Sales at (314) 241-4310 or [susie@wjinc.net](mailto:susie@wjinc.net).

**2. What is the tradeshow facility's address?**

Music City Centre  
201 Fifth Avenue South  
Nashville, TN 37203

Please click [HERE](#) for directions.

**3. What is the 2017 Exhibit Hall Schedule?**

TUESDAY, DECEMBER 5		
8:00am – 4:00pm	Exhibitor Move-in	Music City Centre-Hall B
WEDNESDAY, DECEMBER 6		
9:00am – 5:00pm	Exhibit Hall Open	Music City Centre-Hall B
THURSDAY, DECEMBER 7		
9:00am – 5:00pm	Exhibit Hall Open	Music City Centre-Hall B
FRIDAY, DECEMBER 8		
8:00am – 4:00pm	Exhibitor Move-Out	Music City Centre-Hall B

A full Schedule at a Glance can be found [HERE](#).

**4. I will be driving to Music City Centre. Where should I park?**

There are a several parking options surrounding the facility. Please click [HERE](#) for details regarding location, rates, and handicap accessible parking.

**5. How do I receive an Exhibitor Services Kit or contact the decorator Heritage?**



## **Heritage Tradeshow Services**

620 Shenandoah Ave.

St. Louis, MO 63104

[www.heritagesvs.com](http://www.heritagesvs.com)

**Phone:** (314) 534-8500

**Fax:** (314) 534-805

**Exhibitor Helpline:** 800.360.4323 or email [exhibitor.services@heritagesvs.com](mailto:exhibitor.services@heritagesvs.com).

The **online exhibitor service kit** will be available approximately *90 days prior* to The Docks Expo. Note: Each exhibitor will receive a *user-specific password and username* to access the online service kit.

**(Note: Please check your junk folder or contact your exhibit booth primary contact for the Heritage Online Exhibitor Service Kit log-in.)**

### **6. How do I make my hotel reservation?**

Please use the link on the [Hotel & Travel](#) tab on our Docks Expo website. Book through this site to take advantage of Dock Expo's special group rates at the Hilton Nashville Downtown.

### **7. How do I register booth staff or edit my online company profile?**

Please refer to the Exhibitor Service Center (ESC) login information that was included in the email confirmation sent to the primary booth contact.

**(Note: Please check your junk folder or contact your exhibit booth primary contact for the Exhibitor Service Center log-in.)**

If you cannot locate the login information or need assistance, contact Danielle Westfall, Docks Expo Exhibitor/ Registration Services at [danielle@wjinc.net](mailto:danielle@wjinc.net) or (314) 241-4310

**8. How do I download the Docks Expo mobile event app?**

To download The Docks Expo mobile app, open the event landing page at <http://guidebook.com/g/docksexpo> on your mobile device's web browser. You will see a link to download the app in the app store. Follow the prompts to download the app.

**9. Where can I find an event logo to use, and how can I best market my booth?**

Your Marketing Toolkit has all of this and more! The kit can be found [HERE](#).

**10. Where can I find the application form for the Marina of the Year awards?**

Details and application forms can be found on the [Marina Dock Age website](#). Applications are due by October 2, 2017.

**11. Click [HERE](#) for additional information on Nashville.**

For tradeshow information, please contact:

Jenn DeLuca, Tradeshow Manager

[jenn@wjinc.net](mailto:jenn@wjinc.net) or 314-296-1716