



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.

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
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WEDNESDAY, DECEMBER 6

9:00am – 5:00pm	Exhibit Hall Open	Music City Centre-Hall B
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THURSDAY, DECEMBER 7

9:00am – 5:00pm	Exhibit Hall Open	Music City Centre-Hall B
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FRIDAY, DECEMBER 8

8:00am – 2:00pm	Exhibitor Move-Out	Music City Centre-Hall B
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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

Phone: (314) 534-8500

Fax: (314) 534-8050

Exhibitor Helpline: 800.360.4323 or email 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 Docks Expo Exhibitor/ Registration Services at registration@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. How do I ship my exhibit materials to Docks Expo?

Pre-show Exhibitor Warehouse Shipping Information: Heritage will accept exhibit materials **beginning Monday, November 6th, 2017** at the below address. Material arriving **after Monday, November 27th, 2017** will be received at the warehouse with an additional after deadline charge.

Exhibitor Company Name and Booth Number
Heritage Trade Show Services
C/O UPS Freight
45 Teledyne Pl.
La Vergne, TN 37086
FOR: Docks Expo 2017

Exhibitor Show Site Shipping Address: Freight will be accepted at show site beginning **Monday, December 4th, 2017**. See the Material Handling Instructions within your Exhibitor Service Kit for additional information.

Exhibitor Company Name and Booth Number
C/O Heritage Trade Show Services
Music City Center
700 Korean Veterans Blvd.
Nashville, TN 37203

FOR: Docks Expo 2017

11. 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.

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

For tradeshow information, please contact:

Jenn DeLuca, Tradeshow Manager

jenn@wjinc.net or 314-296-1716