



Exhibitor Checklist



Like the Docks Expo Facebook Page | www.facebook.com/docksexpo and share posts to promote your company's participation at the Docks Expo.



Invite potential and existing customers to visit your booth and use your free guest registration passes to ensure that your top prospects attend. [Click here](#) to customize your free guest pass.



Consider taking your exposure and visibility to the next level with a sponsorship or ad in the event directory. Contact Susie Jensen at susie@marinadockage.com or call (314) 561-4706.



Promote your participation at Docks Expo. Add the provided [Docks Expo logos](#) to current print and digital marketing materials to let your customers know you'll be onsite at Docks. And don't forget to tag social media posts with #Docks2020.



Send your logo and free exhibitor listing to Jen Hoeflerlin at jhoeflerlin@wjinc.net for use on the website and in the event directory.



Pre-Register booth staff online. Three complimentary booth staff badges are included with each 10x10 exhibit space. [Register online](#) to ensure that badges are printed and ready for pick up so you don't have to spend time in line!



Make hotel reservations at one of the Docks Expo hotels. Room reservations must be made by November 10, 2020. Reservation links and detailed information about each hotel can be found at www.docksexpo.com/hotel-explore.



Determine the needs for your booth – The Docks Expo Exhibitor Service Kit will be available approximately 90 days prior to the event. Each booth is provided with 8' high back wall drape, 3' side dividers, a 6' draped table, 2 chairs, a wastebasket and a booth identification sign showing your company name. Please call Heritage Tradeshow Show Services for further questions at (314) 534-8500.



Make shipping arrangements for booth materials. Shipping details, labels, and deadlines are included in the Exhibitor Service Kit provided by Heritage Trade Show Services. Please call (314) 534-8500 for further questions.



Submit your certificate of insurance to jhoeflerlin@wjinc.net. [Click here](#) for further detail.