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 Docks Sponsorship. Add the provided Docks sponsor "badge" 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 #Docks2019.

Send your logo and free exhibitor listing to Jen Hoeferlin at jhoeferlin@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 11, 2019. 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 is now available. 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 jhoeferlin@wjinc.net. Click here for further detail.