

## Exhibit Hall Hours:

**Setup:** Thursday Aug 17 at 5:00pm or Friday Morning at 7:00am

Event Day One - August 18: 7:30am – 6pm

Event Day Two - August 19: 7:30am – 12noon

**Teardown:** Saturday, August 19 at 12 noon

## Exhibitors FAQ

1. Do you provide the tables and chairs for exhibitor space? Is there a fee?  
Yes we provide all tables and chairs. No fee. Just let me know if you need electricity.
2. Do you provide Table cloths?  
Yes! Solid black linens for exhibitors. A lot of exhibitors have their own overlays that they lay over our standard linens which is totally ok to do.
3. I need Electricity and a power cord at my booth. Do you provide?  
Yes . I need the counts, who needs power, etc. I always recommend all exhibitors have power. If you have laptops, phones, ipads etc... They all need power.
4. Do you have a map of the layout of exhibitor tables? Can I select my space?  
Selection is based on order of registration. Email [johnw@mahanassociates.com](mailto:johnw@mahanassociates.com) for availability and to select your space.  
Please see map below. Our vendor tables will be located in the PRE-FUNCTION area, right outside of the ballroom!
5. I noticed the exhibitor space is on the second floor? How do I get my stuff up there?  
We have carts, dollies and bellman. Those guys can help you get whatever you need up to the meeting floors. Most exhibitors mail their boxes in. If they need to mail anything in please have them mail to the highlighted address below and have them address the boxes to themselves meaning have their names on the boxes along with the name of the group. For extensive equipment, you all can use the loading dock which is located on 4<sup>th</sup> avenue directly behind the Hilton.
6. Are Exhibitors invited to the Party Friday night?  
YES! We hope you'll join us Friday night, 6pm at the Whiskey Bent Saloon!

# Hilton Exhibitor Guidelines

1. When shipping Freight or individual boxes please use the following shipping address:

**Name of Hotel Guest or Individual that will pick up the box**  
**Convention Name**  
**121 Forth Avenue South**  
**Nashville, TN 37201**

2. If it is necessary for you to ship large amounts of material or large crates to the hotel, it is imperative that you observe the following instructions to ensure proper handling of your meeting materials. The Convention Services Office must approve shipments at least one week prior to shipping to ensure proper handling and adequate space for storage. Please contact your Meeting organizer for Hotel contacts information. (There is NO onsite storage area for large crates). An appropriate delivery fee will be assessed as follows;

Boxes:           1-5 boxes @ No Charge  
                      5 and above @ \$5.00 per box  
Freight: \$50.00 per 100 lbs.

3. All freight and materials must be delivered through the back loading dock. No deliveries can be made through the front door.

Directions to loading dock:

Fourth Avenue going North, enter the ally to the left approximately 150 ft. past the main entrance to the Hilton. It is suggested that large trucks back into the ally as there is no turnaround space.

Fourth Avenue going South , enter the ally to the right approximately 150 ft. after turning from or crossing Broadway. It is suggested that large trucks back into the ally as there is no turnaround space.

4. The Hilton Nashville Downtown does not permit any outside Food or Beverage to be brought in from outside the hotel. If an Exhibitor wants to distribute Food or Beverage, arrangements can be made through the hotel to provide those items.