



# 2020 NASHVILLE BOAT SHOW Exhibitor Manual

January 9-12, 2020

The National Marine Manufacturers Association welcomes you to the 2020 Progressive Insurance Nashville Boat Show, January 9-12, 2020.

This manual is designed to prepare you for exhibiting at the event.

## **LOCATION**

Music City Center  
201 Fifth Avenue South  
Nashville, TN 37203

## **SHOW DATES & HOURS**

### **Move-in hours (Scheduled times apply)**

Monday, January 6	8:00 a.m. - 5:00 p.m.
Tuesday, January 7	8:00 a.m. - 5:00 p.m.
Wednesday, January 8	8:00 a.m. - 5:00 p.m.

### **Show Hours**

Thursday, January 9*	2:00 p.m. – 9:00 p.m. *All exhibits must be ready by 1:00pm.
Friday, January 10	12:00 p.m. – 9:00 p.m.
Saturday, January 11	10:00 a.m. – 9:00 p.m.
Sunday, January 12	11:00 a.m. – 5:00 p.m.

### **Move-out (Scheduled times apply)**

Sunday, January 12	5:01 p.m.-10:00 p.m. All booth exhibits 100-600 sq. ft. must exit
Monday, January 13	8:00 a.m.- 2:00 p.m. <b>Floor must be clear by 2:00 p.m.</b>

### **SHOW OFFICE (Jan 6-12 only)**

The Progressive Insurance Nashville Boat Show Office will be located in Hall D on the second floor of the Music City Center beginning Monday, January 6. (Elevator across from restrooms)

### **REGULAR OFFICE**

NMMA Louisville Main Office  
143-A Arnold Drive  
Shepherdsville, KY 40165  
Ph: 502-957-1666 Fax: 866-590-8907

Kim Muncy, Show Manager  
Lorraine Leveronne, Exhibitor Relationship Manager  
Jackie Pashia, Show Administrator

502-957-0471  
502-957-1690  
314-821-5400

[kmuncy@nmma.org](mailto:kmuncy@nmma.org)  
[lleveronne@nmma.org](mailto:lleveronne@nmma.org)  
[jpashia@nmma.org](mailto:jpashia@nmma.org)

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## OFFICIAL SERVICE CONTRACTORS

### **Facility**

Music City Center  
201 Fifth Avenue South  
Nashville, TN 37203  
Phone: 615-742-2000  
Fax: 615-742-2014  
<http://www.nashvillemusiccitycenter.com>

Provides the following services:

◆Electrical, Plumbing ◆Telephone-Internet Connection ◆Security  
◆Sign hanging/Rigging ◆Audio/Visual, Computer, Internet Services ◆Booth Cleaning

For more information on available services, use this link **(available 10/4/19)**:

<https://olo.nashvillemusiccitycenter.com/OrderServices/serviceList.action?eventSid=10211>

### **Decorator**

Fern Expositions  
125 Fernco Drive  
Nashville, TN 37207  
Ph: 615-256-0357 Fax: 615-256-0490

Provides the following services:

◆Carpet Rental ◆Display Booth Furniture ◆Exhibit Installation & Dismantling  
◆Material Handling, Freight Services ◆Floral Services, Plants ◆Sign Orders

Each exhibitor will receive an email with a unique password, ID and link to order your services. If you did not receive your email from Fern Expositions, please contact them directly.

### **Hotel**

#### **New One Stop Hotel Shopping!**

We are pleased to announce that we have partnered with Connections Housing to secure the best rates and make things a little easier for you. All rooms must be booked through Connections Housing by using the link below or calling them directly.

#### **Hotel Rates and Reservations**

We have secured discount rates with the Hampton Inn & Suites Downtown Nashville for your stay during the show: Simply click on the link below to take advantage of these special rates. Be sure to book early, the hotel will sell out quickly.

**Hampton Inn & Suites Downtown Nashville** - Cut-Off Date: December 25, 2019

[Click here](#) to book or modify your hotel reservation for the show now!

Or contact Connections Housing Call Center Direct

**Monday – Friday**

**9:00 am – 8:00 pm EST**

**(855) 476-6976 or (702) 476-6976**

Booking link- <https://book.passkey.com/go/NashvilleBoatShow>

## EXHIBITOR CREDENTIALS

Each exhibitor will need a credential for access to the show. Exhibitor credentials will not be issued until payment for exhibit space is made in full. The maximum number of credentials issued is determined by the amount of square feet for which your company has contracted and paid in full. You will find your square footage on your contract for exhibit space. If you have any questions please contact us at [nashvillecredentials@nmma.org](mailto:nashvillecredentials@nmma.org).

Exhibit Space	# of Credentials Provided:
199 sq. ft. or less	6
200 – 399 sq. ft.	10
400 – 2000 sq. ft.	15
2001 – 3500 sq. ft.	20
3501 – 5000 sq. ft.	25
5001 – 7500 sq. ft.	30
7501 + sq. ft.	40

### Order your Credentials online

**A unique link will be sent to you in a separate e-mail to order your show badges. Please do not share your link with anyone.**

The maximum number of badges issued is determined by the total amount of square feet of exhibit space your company has under contract. Additional Badges are at a cost of \$12.00. Replacement Badges are at a cost of \$10.00.

Badges will be mailed when your contracted space balance is paid in full.

**If you have any questions please contact us at [nashvillecredentials@nmma.org](mailto:nashvillecredentials@nmma.org)**

**The deadline to order Exhibitor Badges online to be mailed is **December 20, 2019**. Badges ordered after the deadline will have to be picked up on show site.**

### New Admission Practice

To enhance show security, anyone using an exhibitor badge to access the show site will be required to present government-issued identification (ID) along with their badge. Checking IDs of persons entering the show with an exhibitor badge will ensure that only authorized personnel have access to the show outside of show hours and will protect our exhibitor's products. We appreciate your cooperation with this new security protocol. All Exhibitor and NMMA Trade badges will be scanned upon entry to the show on show days.

### BE MY GUEST TICKETS – Discounted Exhibitor Invite Tickets

“Be My Guest” system

The “Be My Guest” (BMG) ticket process allows exhibitors to create, design and manage their own tickets. To make it easy to use, the system is similar in design to the credential sites. **Please do not share your link with anyone.**

**To ensure a more efficient and improved experience at the Progressive Insurance Nashville Boat Show please note the following policy changes for Be My Guest Tickets and on site Will Call**

#### New For this Year –

You are now able to send multiple tickets to your customer at one time – Simply input the quantity you would like to send. They will receive one email with multiple PDF's attached.

Pricing of BMG tickets has been modified. You can still enjoy a 50% discount if you choose to send e-tickets to your customers. If you select Hard Stock or Will Call tickets, you will enjoy a 35% discount. Pricing is below.

Redeemed **Electronic Be My Guest tickets** will continue to be **50%** (\$ 6.00) off the general admission price.

- Redeemed **Hard Stock and Will Call Be My Guest tickets** will be **35%** (\$ 7.80) off the general admission price.

We have updated and are implementing a new **WILL CALL** system this year for hard stock tickets. The new system will help both you and your customer have a better show experience.

You will have two options for hard stock tickets.

- Option 1 – Hard stock tickets mailed to you in advance.
  - If you choose to have your hard stock tickets mailed to you, we will not be responsible for distribution. **We are no longer accepting tickets in envelopes.**
- Option 2 - Will call tickets
  - Will call tickets will NOT be mailed to you. The site will prompt you to type in the first and last name of your customer, email is optional. If you include an email address your customer will receive an email stating, you have left tickets for them at will call and the quantity.
  - The mobile site of the will call system is optimized for use on your device (phone or tablet).
  - Guests will arrive at will call onsite at the event, provide their name, an ID and which company left them the tickets. We will print the ticket(s) on demand to provide to your customer.

#### **These new processes will help by**

- No more illegible handwritten envelopes of multiple sizes etc.
- Faster moving lines.
- You will be able to easily see who has or who has not picked up tickets and on what day.

If you have any questions, please contact Melissa Hall at [mhall@nmma.org](mailto:mhall@nmma.org) or call her at (954) 441-3236.

#### **What remains the same-**

1. Request e-tickets
2. Customize your e-ticket at an additional cost
  - a. Bold your **Company Name - FREE**
  - b. Include a company logo
  - c. Add text to your e-ticket—25 words or less (i.e. Visit us in space A1)
  - d. Add your brand logo to the footer
  - e. Attach a preferred e-ticket (Your company campaign/flyer, etc.)
3. Upload a spreadsheet of your customer base and email in a few easy steps
  - a. Email customers—whenever you want
4. Order tickets for other NMMA Shows you are exhibiting in without logging out
5. Pay a \$50.00 non-refundable deposit via credit card and order as many tickets as you like
  - a. A minimum of 10 tickets is required with the deposit.
  - b. Orders of 9 tickets or less are paid in full at the time of checkout and are not refundable.
6. Your credit card will be charged for the total redeemed tickets, less your deposit, within 30 days of the show's closing date
7. New orders originating on site will be charged a \$50 non-refundable deposit.
8. The ability to order and send e-tickets and will call tickets is open throughout the show.

If you have any questions, please contact us at [nashvilletickets@nmma.org](mailto:nashvilletickets@nmma.org) or (866) 668-0105.

## ADVERTISING/MARKETING SPACES

The distribution of advertisements in the form of fliers, coupons, and other formats by you is permitted in your contracted space only. The distribution of fliers, stickers, etc. in public space or on parked cars is strictly prohibited and may result in additional cleaning fees.

## AISLE SPACE

Aisle space is enforced and must be strictly maintained. No part of your exhibit may protrude into the aisles including steps, slide-outs, propellers, props, etc. Aisles may not be used for exhibit purposes or for general solicitation of business. Calling out, reaching out, and stepping out into the aisles to flag down attendees or pass out materials etc. will be cause for removal from the show floor. Distribution of any literature or other exhibit material outside your exhibit is forbidden.

## ALLOCATION PROCEDURES AND DISPLAY GUIDELINES

The **Allocation Procedures** and **Display Guidelines** are in the [Exhibitor Kit](#) of the show website under the Allocation, Display and Parking Guidelines heading and are a part of the Terms, Rules and Regulations of the contract. By signing the contract, exhibitors agree to be bound by these items. Please refer to the Display Guidelines when considering the following:

Installation	Closing Rooms	Vehicles on Display
Construction	Hanging Signs	Demonstrations
Booth and Bulk Exhibit Types	Canopies	Display Props
Towers	Static Displays	Character of Exhibits

## ALL DISPLAYS

Use of nails, screws, or any material which would mark floors or walls of the exhibit hall is strictly prohibited. To ensure safety, Fire Department regulations require that nothing is to be fastened to the sprinkler system anywhere in the building. Please note: The Music City Center will only allow KENDALL T-205, TC-19 OR 105 Adhesive Tape to be used for carpet installation. Cleaning of tape residue will be billed to the exhibitor.

## Decorations & Signs

- Do not drill, core, or punch holes in the building.
- Handwritten signs are not permitted; signs must be of professional quality.
- Signage or décor cannot obstruct any fire suppression equipment.
- Under NO circumstances are helium balloons or adhesive backed decals (except name tags) to be given away or used in the MCC. Any costs incurred by MCC for the use of, or removal of these items will be charged to the exhibitor at the prevailing rate.
- No signage can be attached to the backlit signs displayed in the facility.
- Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface or wall of the MCC. Any special decorations or signs must be approved by MCC management.
- The use of paper for signs shall be limited to card index paper or poster board paper, equal to or less than eight square feet in size. Fabric signs are not limited in size, but shall be treated as decorative materials.
- Confetti/Glitter/Rice are prohibited without prior approval by the event manager.
- Lewd or offensive languages or pictures as determined by MCC are subject to removal.

## ANIMALS/PETS

Pets or animals are not permitted in the building, except as a “medical-aid” pet. Pets or animals which are approved to be in the building must be on a leash, within a pen or under similar conditions at all times

## AUDIO-VISUAL SERVICES

Basic services available to exhibitors are listed below:

Audio-Visual Equipment rentals Lighting Computer Rentals Video Operators and Technicians Data Projection Rigging

To inquire about any services not listed, or for a package price quote, call (615) 401-1328 or email [MCCA@nashvillemcc.com](mailto:MCCA@nashvillemcc.com).

## AUTOMOBILES, TRUCKS, AND SIMILAR

Subletting your space to automobile dealers or others is prohibited. If you plan to have an automotive vehicle as part of your exhibit or display, please contact show management. Each request will be reviewed and decided on a case by case basis. Several factors must be considered including, but not limited to, sponsorships, features, and attractions.

Failure to obtain permission from show management can result in the immediate removal of the vehicle from the show site. Vehicles determined to be in non-compliance with NMMA Terms, Rules, and Regulations will not be permitted. **Show Management will have the final word on all automotive vehicles on site.**

## BOAT CLEANERS

NMMA must be notified of any boat cleaning company hired to clean your boats. Contractors must file a CERTIFICATE of LIABILITY Insurance with the NMMA no later than January 1, 2019. All boat cleaning companies must abide by the rules regarding early and late building access, have appropriate credentials, and meet all security, insurance and convention center requirements.

## BOOTH CLEANING

You are responsible for ordering cleaning service to empty wastebaskets and vacuum carpet. This is a special order service not included in your exhibit space cost. You can order this service online through the Music City Center. NMMA is responsible for aisle cleaning, restrooms and public trash bins.

## BOOTH EQUIPMENT PROVIDED

### ◆ Booth Space

Each booth space will be set with 8' high blue & white back drape, 3' high side drape divider (same colors) and one (1) identification sign at no additional charge to you, deadline permitting. Additional signage can be ordered directly with the official show decorator: Fern Exposition We suggest you carpet your exhibit for a better overall appearance for your company, but it is not required.

### ◆ Boat/Bulk Space

Bulk exhibitor space is not provided with drape or identification signs. If your exhibit space requires pipe and drape or signage, it can be ordered directly with the official show decorator: Fern Exposition

We suggest you carpet your exhibit for a better overall appearance for your company, but it is not required for outdoor displays Order your electrical services from the convention center Service Desk prior to your carpet installation.



## COMMUNICATIONS/TECHNOLOGY

The Music City Center serves as its own exclusive communications/technology service provider. The MCC services all exhibit phone & internet requirements. Order this service online (available 10/4/19), by following this link: <https://olo.nashvillemusiccitycenter.com/OrderServices/eventList.action>. Please plan your internet and cell phone requirements accordingly. Please refer to the Communications/Technology order form on MCC's Website or call their on-site phone at (615) 742-2021.

## CONDUCT OF EXHIBITORS

All booths must be set and operational by 2:00 p.m. opening day (Thursday). All exhibits must be staffed during all show hours every day. Only those companies that have contracted for exhibit space are permitted to demonstrate product, solicit orders or distribute advertising at the show. Sharing of exhibit space is not allowed (see Subleasing). Sales, signage, models, and distribution of literature and/or promotional items must be confined to your exhibit space.

## CRATES

Crates, when emptied, should be nested and placed in front of your exhibit. Your crates will be stored for the duration of the show if "EMPTY" label stickers are attached. Labels and crating service are available through the show decorator Fern Exposition

Cardboard cartons will not be accepted for storage unless they are knocked down flat, securely tied into bundles and properly labeled. No skids will be accepted for storage unless securely tied and labeled. **DO NOT STORE UNDISPLAYED PRODUCTS IN EMPTY CRATES. All empty crates and cartons will be removed from the exhibit floor by 11:00 a.m. on opening day.**

## DISPLAY SAFETY

Initial fire and safety code inspection will commence 48 hours prior to show opening and all exhibits must be in compliance 24 hours prior to show opening. The Nashville Fire Marshal has final say in all safety requirements.

## ENCLOSED EXHIBIT AREAS

All special booth or display construction must meet local, state, federal and convention center building codes. In addition, displays must comply with the NMMA Boat Shows [Allocation Procedures and Display Guidelines](#).

## ELECTRICAL SERVICE

All electrical service at the Progressive Insurance Nashville Boat Show is exclusively provided by the Music City Center Electrical Service Department. No installations are provided by NMMA or the Progressive Nashville Boat Show. Order Forms will be available online 10/4/19.

<https://olo.nashvillemusiccitycenter.com/OrderServices/eventList.action>

## EXHIBIT RULES to SPARK CREATIVITY

Exhibitors are encouraged provide visually creative, enhanced exhibit spaces that differ from the norm. NMMA Show Staff will be open-minded about relaxing guidelines and consider all proposals regarding exhibit displays.

All proposals still require NMMA approval. As long as the proposal does not interfere with surrounding exhibitors and meets the Music City Center requirements, it has likelihood of our written approval. Examples of interference refer to blocking sight lines and creating excessive noise.

In the interest of providing the public and other exhibitors with the highest quality of boat show experience, all exhibitors are urged to "dress ship". Draping unsightly cradles or trailers, and using carpet throughout your

booth are just a few of the things which can be done inexpensively to improve the character of your display, and attract hot prospects! **Deadline for Proposals: November 1.**

## EXHIBITOR ENTRANCES

Your exhibitor pass allows access to the exhibit areas via the main show entrance TWO HOURS before show opening each day.

## EXHIBITOR GUEST TICKETS – Be My Guest Tickets

On-Site orders can be placed at the show office beginning Monday of Move-In at 8:00 a.m. through all open hours of the show. New orders originating on-site will be charged a \$50.00 no-refundable deposit. Tickets will be printed on hard ticket stock. Reference Exhibitor Guest Tickets on pages 5 and 6 of this manual for more details.

## EXHIBITOR SERVICE CENTERS

**The NMMA Show Office** in the Music City Center is on the second floor of Hall D. Access the elevator behind the Hall D restrooms. The office will be open at 8:00 a.m. on Monday, January 6, 2020 and will remain so during all open hours of the boat show.

**Fern Exposition** and the **Music City Center** will have service desks on the show floor beginning Monday, January 6, 2020 at 12:00 noon. Place your service orders prior to the discount deadline dates to SAVE MONEY and minimize delays to your set-up. Order forms are available online at:

Fern Exposition: Each exhibitor will receive an email with a unique password, ID and link to order your services. If you did not receive your email from Fern Expositions, please contact them directly. (615)256-0357.

Music City Center: <https://olo.nashvillemusiccitycenter.com/OrderServices/eventList.action>

**The UPS Store Business Center** is located on Level 2 near the Sixth Avenue entrance and Nashville Songwriters Hall of Fame. Normal business hours are Monday through Friday 8:00 a.m. - 5:00 p.m., although hours may vary with Conventions. Please view “Shipping Information” section of the online exhibitor kit for forms and additional info.

## EXHIBITOR SPACE REQUIREMENTS

- Any platforms intended to be occupied by persons shall be six (6) feet or less in height. The platforms shall be non-combustible or fire retardant treated wood and the space below the platforms shall be substantially open. All booths shall be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.
- All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc., must be fire retardant treated in an approved manner. Toxic material – all material used in display construction or decoration shall be made of fire retardant materials and be certified as flame retardant. Samples should also be available for inspection. Exhibitors must dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.
- All exits and access/visibility to the exits must be kept clear and unobstructed.
- Fire extinguishers, fire hoses, sprinkler closets, alarms, and emergency phones must be visible and accessible at all times.
- During set-up and move-out “Freight Free Aisles” must be maintained and kept clear at all time. Exhibit crates, boxes and cartons cannot be placed in these aisles. The purpose is for emergency access to fire alarms, fire hoses, fire extinguishers and for life support equipment as quickly as possible.

- Use of liquefied petroleum gas within the building is prohibited.
- Combustible or flammable liquids may not be used or brought into the building without the prior approval from the Fire Marshal.
- Compressed gas cylinders are prohibited unless approved by the Fire Marshal. Cylinders must be secured in an upright position.
- Areas enclosed by solid walls or with overhead solid surfaces or canvas canopies, up to 400 sq. ft., must be provided with an approved smoke detector with exterior alarms and a 2A10BC fire extinguisher.
- The storage of packing materials and surplus literature must be confined to areas away from the display areas. (This is to lessen the fire loading in a given area.) However, what is considered to be a day's supply is permitted.
- No packing containers, wrapping materials, or display materials may be stored under tables or behind booths; the material must be placed in storage.
- All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.
- Approval and/or permits are required in the MCC for the operation or use of products on display, which might be considered hazardous to the public or affecting life-safety requirements. Some areas of concern in operation or use requiring approval and/or permits consist of: power-actuated tools, welding or heat producing products, decorative (votive) lit candles, small tanks of heavier-than-air compressed gas, etc.
- The use of flammable liquids or gases with the MCC is prohibited. The storage of flammable liquids or gases will be confined to closed approved containers and limited to quantities needed for display.
- The use of any open flame, unless approved by MCC Management, is prohibited.
- All temporary electric wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches away from the rear booth line; 18 inches between back to back hard walls.

**Covered exhibits, 2 story exhibits, or canopies over 400 square feet:**

- These are allowed by permit if the Exhibitor files their structure plans to the MCC along with a copy of certification of the flame proofing of the material which will be submitted by MCC to the Fire Department for approval. Temporary sprinkler systems may be required. Installation and equipment expenses to be paid by the exhibitor.
- A smoke detector with audible alarm and a visible 2A10BC fire extinguisher are required for every unit up to 400 Sq. ft. of covered floor space or fraction thereof. Operation of smoke detectors must be verified after installation.
- The data specification label must be permanently attached to the fabric with a NFP-701 certification.
- Multi-story Exhibit is a booth where the display fixtures exceed twelve feet (12'), including double-decker and triple-decker booths. Multi-storied exhibits require prior approval by the facility and local government agency because they are deemed to be structures for building purposes. The city department generally needs to issue a building permit based on an application and drawing prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Floor plans must be submitted one (1) month prior to the first move-in day to MCC Event Manager.
- All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies, awnings, curtains, straw, hay and similar materials are also required to be flame retardant.

## EXTERIOR DOORS

Under no circumstances should any exterior door be propped open or any automatic closing devices or panic hardware be removed from any door in the MCC.

## FIRE MARSHAL

The City of Nashville Fire Department is an integral part of safety at the Music City Center and during the Progressive Insurance Nashville Boat Show. Fire Marshals will be on-site prior to the Progressive Insurance Nashville Boat Show to inspect for compliance with stairway and railing regulations, smoke detectors, inspect for empty fuel tanks confirming they are free of vapors, and ensuring that you have met the local safety standards.

All exits, hallways, and aisles must be kept clear and unobstructed at all times. Materials used in exhibits must be flame retardant and are subject to inspection. Flame retardant certification may be requested. Prohibited items include: All straw, hay or live evergreen trees, compressed flammable gases, flammable or combustible liquids, and hazardous chemicals and materials (acetylene, hydrogen, propane, butane, pesticides, herbicides, poisons, gasoline, kerosene, cleaning solvents, and other petroleum-based materials).

## FIRST AID

The First Aid Center is located in the main lobby beside the large Hall B sign. For the safety of all exhibitors and attendees, an emergency medical person is on duty during show hours. For assistance, please contact an NMMA show floor manager on the show floor wearing the familiar red polo shirt during set-up and tear-down, or contact the Show Office.

## FLOOR CARE and Special Tape Requirements

The MCC requires the use of Kendall 105 or TC1900 carpet tape, and NOPI floor marking tape in the exhibit hall. All tape and residue marks must be removed from the exhibit hall floor and disposed of immediately after the show. **Any costs incurred by the MCC for tape or tape residue not removed will be charged to the exhibitor at the prevailing rate.** This includes billing exhibitors who remain to clean up after the final move out time has passed.

Plywood must be placed on our floor and under all items for those events that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials. Damages arising from the failure to utilize this floor protection will be billed to the exhibitor.

## FOOD & BEVERAGE SERVICE

All food and beverage utilized during the show must be ordered through the facility food services coordinator.

**Contact:** Sherrica Proctor, Catering Sales Manager Phone: (615) 401-1363 [Sherrica.Proctor@nashvillemcc.com](mailto:Sherrica.Proctor@nashvillemcc.com).

Any exhibitor planning to conduct food or beverage sampling in their exhibit space must first notify and receive written approval from Progressive Nashville Boat Show management. You can contact us at (502) 957-1666 or fax: 866-590-8907.

## FORKLIFTS, TOWMOTORS, and A-FRAMES

Both the facility and the decorator have forklifts for general-purpose hire only. They will not use forklifts to load/unload boats. Most boat exhibits use their own A-frames or dollies to unload or will leave boats on trailers.

## GRATUITIES

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit any type of gratuity by any service employee for any service(s) should be reported to the Progressive Insurance Nashville Boat Show office immediately.

## INSURANCE

All exhibitors are required to adhere to the Insurance & Indemnification guidelines as stated in the Terms, Rules and Regulations of the contract for exhibit space:

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (January 6, 2020) and last through your last move-out day (January 13, 2020) and name NMMA, Nashville Boat and Sportshow, and Music City Center as additional insureds. The Certificate of Insurance must be provided at least 30 days before the move-in date by using the link that you will be receiving from USI Insurance Services Insurance Services via email. The link will take you to a form that is pre-filled with your company's information based on what you provided to the show manager upon registration. Please follow the instructions provided in that email to complete the online form and attach your Certificate of Insurance.

If you prefer to purchase liability insurance for this event, you may do so by accessing the purchase link provided in the email from USI Insurance Services Insurance Services.

The certificate holder name and address for the certificate should read:

Nashville Boat and Sportshow  
c/o NMMA  
231 S. La Salle St., Ste. 2050  
Chicago, IL 60604

Failure to list the information as stated above will result in the rejection of your certificate.

Please do not send certificates of insurance to NMMA, the show manager, or USI Insurance Services Insurance Services. Certificates of Insurance must be UPLOADED to the USI Insurance Services Collection Site. NMMA will automatically be notified upon completion of the on-line reporting form or purchase of insurance.

### **Links for Insurance**

*To upload:*

<https://wfis-forms.usi.com/webforms/exhibitorsinsurance/certificate.aspx?eventid=687>

*To purchase:*

<https://wfis-forms.usi.com/webforms/exhibitorsinsurance/getliabilityinsurance.aspx?eventid=687>

## INTERNET SERVICES

The Music City Center is the exclusive provider for all phone & internet services. Order online at (available 10/4/19):

<https://olo.nashvillemusiccitycenter.com/OrderServices/serviceList.action?eventSid=10211>

## LABOR

Labor for exhibit installation and dismantling can be ordered through Fern Exposition Services. Under no circumstances is labor to be brought in from “off the street” services. New security regulations in place at the Music City Center require that all exhibitor personnel have identification at all times.

## LAYOUT OF EXHIBIT SPACE – Bulk Exhibits

Bulk Exhibits are required to submit a Layout of Exhibit Space, preferably to scale, and indicative of how you plan to place product within your exhibit space during move-in. (i.e. the direction you will move it in or how the product will face the aisles) By November 15<sup>th</sup>. An overall move-in schedule is developed from this information. Failure to provide a Layout could therefore negatively affect your move-in plans.

## LOST CHILDREN & RELATIVES

All lost children and relatives should be brought to the NMMA show office immediately.

## MOTORIZED VEHICLES

The driving of any motorized vehicle on the show floor during show hours is prohibited. This includes golf carts, ATVs, and motorized scooters or coolers. The driving of any motorized vehicle in the lobbies is prohibited at all times. See the Allocations Procedures & Display Guidelines for specific display restrictions.

## MUSIC PERFORMANCE

Copyrighted music played at your display must have all necessary licenses from the copyright owner or licensing agency representing the copyright order. Music must be contained within your exhibit area and not disturb or distract neighboring exhibits.

## OFFICIAL SHOW GUIDE ADVERTISING & FREE LISTING

A magazine of the show, Exhibitors, and industry-related articles is distributed free to attendees and is part of the “Who’s Exhibiting” page of the show website. Use this link: [Exhibitor Portal Link](#) to update the following:

- Show Guide Info – update your company listing as you would like it to appear on the printed Official Show Guide and List of Exhibitors on the show website
- Accessories – add product categories to your company so customers can search for you by product or services (printed show guide only)
- Boat Categories – applies to exhibitors with boats displayed at the show

Company Account Info & Event Contact Info changes must be requested via email to Lorraine – [lleveronne@nmma.org](mailto:lleveronne@nmma.org)

Your company listing is free.

TMRG is the ONLY producer of the Official Show Guide. Additional advertising can also be purchased. Alisdair Martin is the contact person for purchased ads. He can be reached at 847-441-4122 or [alisdair@trmgllp.com](mailto:alisdair@trmgllp.com).

**BE ADVISED:** There is only one OFFICIAL SHOW GUIDE producer. Do not fall prey to other publishers who promote themselves to you with offers of “free listings” to “show guides.” You may inadvertently sign up for thousands of dollars of debt. If you have any questions about any show guide form or phone call you receive, please call Lorraine at 502-957-1690.

## PARKING

Onsite parking is available under the facility on a first-come basis. Public parking is available in the parking garage and on the many lots surrounding the facility. No parking in the loading docks during move-in/out.

29 ADA accessible parking spots are located within our onsite parking garage. For more information about parking in the downtown area visit: [www.parkitdowntown.com](http://www.parkitdowntown.com) or [www.visitmusiccity.com](http://www.visitmusiccity.com). There is a map of parking areas available in the online exhibitor kit.

Parking, including overnight, on loading docks, inside the house docks, or around the exterior perimeter is prohibited and violators' vehicles may be towed at owners' expense.

**There is absolutely no parking available inside the facility.**

**POPCORN:** NO.

### **PAINTING/REFINISHING**

No painting or refinishing of signs, displays, or other objects will be permitted inside the venue. This activity may take place in approved loading dock areas if the surface is protected. Contact the event manager for details and any questions.

### **PARCEL AND TRUCK INSPECTION**

All Cartons, packages, or other containers brought in or taken from MCC are subject to inspection.

### **PUBLICITY**

Any new, unusual, "green", and interesting product you plan to bring to the show may help garner the attention of local radio, television, and social media outlets. Contact Kim at [kmuncy@nmma.org](mailto:kmuncy@nmma.org) (502-957-0471) if you're bringing celebrities or other items of interest to the show so we can magnify the attention you will receive.

### **SECURITY**

NMMA and Progressive Insurance Nashville Boat Show management provide basic security for the duration of the show, including move-in and move-out. All exhibitors are required by contract to have insurance for any loss or damage that may occur before, during or after the show. NMMA, the Progressive Insurance Nashville Boat Show, the Music City Center, nor the show contractors will be responsible for the loss or damage of product before, during or after the show, including theft.

### **SHIPPING**

Targeted/Direct Shipments

Direct shipment deliveries to the Music City Center cannot arrive before Monday, January 6, 2020. The building will not accept advance shipments. **Receipt and material handling to your booth will be charged as per the Fern Exposition Services.**

Label each piece of shipment(s) as follows:

Exhibiting Company Name  
c/o Fern Expositions  
Music City Center  
700 Korean Veterans Blvd.  
Nashville, TN 37203

NASHVILLE BOAT SHOW & BOOTH SPACE #

## Advance Shipments

You may advance ship your exhibit materials ONLY to the show decorator warehouse (Fern Exposition) where it will be stored. These shipments must be received by **Friday, January 3, 2020. Weekend deliveries cannot be accepted at the warehouse. Please plan accordingly. All freight must be PREPAID.** No collect shipments will be accepted.

Advance shipment exhibit materials shipped directly to the warehouse will be delivered to your booth space, ready for you to begin set-up by your scheduled move-in time (additional charges for material handling to your booth will be invoiced to you by Fern Exposition).

### Send WAREHOUSE SHIPMENTS to:

Exhibiting Company Name  
c/o Fern Expositions  
Advance Warehouse  
125 Fernco Drive  
Nashville, TN 37207

NASHVILLE BOAT SHOW & BOOTH SPACE #

Phone: (615) 256-0357 Fax: (615) 256-0490

**NOTE:** Shipments sent to the Music City Center will be received by the UPS Store Business Center. They will charge a receiving fee for this service.

## Outbound shipments

To utilize Fern Expositions, complete and return bills of lading to the Fern service desk on site.

To utilize **The UPS Store Business Center**, go to Level 2 near the Sixth Avenue entrance and Nashville Songwriters Hall of Fame. Handling fees apply.

## SHOW CLOSING/INCLEMENT WEATHER

If it becomes necessary to close the show for any reason, the show management will notify the TV news stations no later than two hours before show open. If in doubt, please call the Show Office or the Music City Center.

## SIGN HANGING AND REMOVAL

Hanging signs are only permitted over bulk space and are under the jurisdiction of the Music City Center. The center will hang all signage on a single day. You must pre-order this service. (See "Order Forms.")

Your sign must be present in your booth on site for your assigned scheduled hanging date and time or your installation costs will increase due to overall schedule changes necessary and location accessibility problems. Remember, only orders received prior to the cut-off date will receive discounted rates.

Be sure to schedule your sign removals no later than your scheduled move-out time.

## SMOKING

Smoking is prohibited in all areas and no closer than 25' from any entrance.



## SUBLEASING

Item #6 on the back of the exhibitor contract prohibits the Subleasing of exhibit space.

Exhibitors may not sublease their space. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space. Non-exhibiting firms may not place stickers, placards, or other signs anywhere in the show. Review the back of the contract for full disclosure. Subleasing jeopardizes the safety of attendees and the quality of the show. It is also an insurance nightmare. **Companies found to be subletting space will be required to sign an official show contract and pay the 10x10 booth rate for space.**

## TENNESSEE SALES TAX REQUIREMENTS

Exhibitors must register with the Tennessee Department of Revenue prior to bringing product into the State of Tennessee for sale at the show. The Department of Revenue will be on site checking for your compliance with Tennessee Law. We urge your cooperation. Additional information may be found by calling 1-800-342-1003 or visit the website: <https://www.tn.gov/revenue/tax-resources/forms.html>

### Application for registration:

[https://www.tn.gov/content/dam/tn/revenue/documents/forms/general/f13005\\_1.pdf](https://www.tn.gov/content/dam/tn/revenue/documents/forms/general/f13005_1.pdf)

## TRANSIENT VENDOR LICENSE

Exhibitors must be in compliance with Tennessee State Revenue Codes and Laws. Please note: if you are not a person/business selling or offering to sell new merchandise to the public on temporary premises and do not have a permanent, fixed location in Tennessee where the business is conducted you are considered a transient vendor. A transient vendor can be both a Tennessee resident or an out of Tennessee Resident. A transient vendor is required to obtain a 14-day permit from the Davidson County Clerk's office to conduct business in the county and/or city. If the permit expires prior to the scheduled ending date, then a new permit must be obtained for an additional 14 days. Examples of businesses requiring a transient vendor license are: Convention show booth tenants where products are sold; out of state parades or special event participants. Permits can be obtained by visiting <http://www.dcclerkonline.com/business.php>.

## UTILITY SERVICES

The MCC serves exclusively as its own electrical and utility service order contractor. Electrical wiring must be the proper size to handle demand, and all extension cords must be UL listed, labeled, and appropriately sized. Excessive use of extension cords is discouraged and shall be approved by the Fire Marshal before use.

- Use of two wire extension cords is prohibited unless approved by Fire Marshal.
- Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.
- All temporary electric wiring must be accessible and free from debris and storage.

## VEHICLES, GOLF CARTS

Vehicles are not permitted in the Exhibit Hall for loading/unloading without the authorization of MCC Management. All equipment and freight will be loaded/unloaded at the loading dock area. Any vehicle that remains in the Exhibit Hall as part of a display must conform to all fire regulations. Persons under the age of sixteen (16) shall not be allowed to operate a personal cart (golf cart) on the MCC property. All such carts are to be operated in the MCC's Exhibit Hall only.

## **Flammable liquids and gases**

Display of any motor vehicle, air craft, or any apparatus in which a fuel tank is attached will be safeguarded by disconnecting the battery and securing the fuel tank fill pipe with a locking device or other approved method. Liquid fuel tanks will contain no more than five (5) gallons or 25% fuel capacity, whichever is less. Aviation equipment tanks must be 100% full. All internal combustion engine drive vehicles or equipment on display must have fuel filler caps locked or taped and batteries disconnected. Fuel tanks shall not be more than one-half full, or contain more than 10 gallons (37.9L) of fuel whichever is less.

## **WEB SITE LINKS**

Partner with the Progressive Insurance Nashville Boat Show - Link to our web site! Encourage your customers to visit your booth at the show with a reciprocal link from your company's web site to the show's home page. When a visitor to your web site clicks on the Progressive Insurance Nashville Boat Show logo, the browser will open a new window to the Progressive Insurance Nashville Boat Show web site on their desktop.

Go to: <http://www.nashvilleboatshow.com/exhibitors/resources/promotional.aspx> and follow the directions on the web page or feel free to call our office with any questions.

## **WORKING DEALERS/EXHIBITORS**

If you are a manufacturer and will have a local dealer displaying product in your exhibit space, submit a Working Dealer form. This will ensure that we have the correct contact information and prevent misunderstandings and errors. In addition, it will enable us to contact the dealer and keep them abreast of show deadlines and other opportunities as they arise. See "NMMA Forms" in the online exhibitor kit.

## **MOVE-IN INFORMATION**

### **All Exhibits**

This schedule is subject to change without notice. Please check the online Exhibitor Kit for schedule updates prior to your move-in.

- **No one under 16 is permitted** in the hall or on the docks during the move-in or move-out.
- Exhibitor Payment - Exhibitors must be paid in full before move-in will be permitted.
- Exhibitor Insurance - An Exhibitor Certificate of Insurance must be on file in the Show Office prior to move-in.
- The cooperation of each exhibitor and willingness to work together is greatly appreciated. It is very important that each exhibitor show consideration for the needs of their fellow exhibitors during moving.

### **Booth Exhibits (100-500 sq. ft.)**

**Move-in:** Wednesday, January 8, from 8:00 a.m. – 5:00 p.m.

- All 10'x10' booths will move-in on Wednesday during scheduled hours below
- Oversized or trailered booths that need to be driven in/dropped off must come on Tuesday. Contact Lorraine to be added to that schedule.
- Move-in assistance will be provided to help you unload during your scheduled move-in time. Your materials will be delivered to your exhibit space while you leave the loading dock and park.
- **Arriving before, or after, your scheduled time may hinder your move-in efforts.**
- All exhibits must be set up and ready by 1:00 p.m. Thursday for the 2:00 p.m. Show Opening.
- For special move-in needs, contact Lorraine Leveronne – [lleveronne@nmma.org](mailto:lleveronne@nmma.org) (502-957-1690).

10X10 Booth Numbers	Day	Date	Time	Door
005 -090 215-237 313-334	Wednesday	1/8/2020	8 AM – 12 noon	3
100-109 200-214 300-312 400-507 BT1-BT4	Wednesday	1/8/2020	1 PM – 4 PM	3

**Building Access:** Access to the show room will be via Door 3 of the loading docks only.

**SPECIAL NOTE:** Exhibit sizes 10x20 – 10x40 are considered “10x10 booth” exhibits for move-out purposes and must be removed Sunday night upon show close.

#### All Exhibits

This schedule is subject to change without notice. Please check the online Exhibitor Kit for schedule updates prior to your move-in.

- **No one under 16 is permitted** in the hall or on the docks during the move-in or move-out.
- Exhibitor Payment - Exhibitors must be paid in full before move-in will be permitted.
- Exhibitor Insurance - An Exhibitor Certificate of Insurance must be on file in the Show Office prior to move-in.
- The cooperation of each exhibitor and willingness to work together is greatly appreciated. It is very important that each exhibitor show consideration for the needs of their fellow exhibitors during moving.

#### Bulk Exhibits (600 sq. ft. and up or oversized 10x20 exhibits)

**Submit** your Boat Product Information & Layout of Exhibit Space Form by November 15. (See ‘NMMA Forms’ of the online Exhibitor Kit.) Indicate the location of the show entrance or back docks on the form for orientation purposes. The Move-In Schedule is created based upon this information. Late or missing information can negatively affect your move-in efforts.

**Approved Products:** All products must be new and have an unassigned certificate of origin. If requested, exhibitors must present the certificate to show management. Failure to present a certificate on a questionable product will result in that product not being able to move-in the show. (See the back of your contract.)

**Move-in:** Monday & Tuesday, January 6 & 7, from 8:00 a.m. – 5:00 p.m.

- A targeted move-in schedule with will be emailed to all bulk exhibitors.
- The move-in schedule will also be available in the online exhibitor kit starting December 1.
- Check the move-in schedule for date, time and door AND move-in time of your neighbors.
- **Arriving before, or after, your scheduled time may hinder your move-in efforts.**

- All oversize loads require permits. Exhibitors must secure all necessary permits for oversize, weekend, and other roadway restrictions that apply to shipments.
- All exhibits must be set up and ready by 1:00 p.m. Thursday for the 2:00 p.m. Show Opening.
- If you have special move-in needs, please contact or Lorraine Leveronne – [lleveronne@nmma.org](mailto:lleveronne@nmma.org) (502-957-1690).
- **Building Access:**
- You will be assigned a move-in door and will enter and exit via this door for the entire moving process. Using the incorrect door will delay your move-in.
- A diagram of the facility and move-in doors is available in the Move-in section of the online exhibitor kits under “Move-In Doors Map”.
- **Do not block aisles** when unloading. All trailers and vehicles must exit the building once products are removed from them.
- Inner exhibits will move in first, center exhibits second, exhibits closest to the door will be last.
- Please make arrangements with your manufacturers to have specialty exhibits in time for your move-in or building access may not be possible.

### **MARSHALING/STAGING YARD**

The Progressive Insurance Nashville Boat Show Staging Yard is to be used to stage boats prior to your scheduled move-in time, for storage of empty trailers through the duration of the show, and for staging product upon move-out to expedite clearing the show floor by 2:00 p.m. on Monday after show close.

- Staging yard is available starting 8:00 a.m. Saturday, January 4<sup>th</sup> through show opening Thursday, January 9<sup>th</sup>.
  - o The staging yard will be locked upon show opening and will re-open 8:00 a.m. Sunday, January 12, in preparation for Move-out.
- Location: LP Field parking Lot N off of Korean Veteran’s Boulevard. Please refer to the Staging Yard map in the “Move-in/Move-out Information” section for lot location.
- Security will be assigned to the staging yard during yard open hours.
- Please make sure all vehicles in the staging yard are marked with your company name.
- Be sure to lock all trailer hitches, etc.
- Please adhere to staging yard schedule. Products placed prior to January 4<sup>th</sup> or remaining after January 13<sup>th</sup> will be towed at owner’s expense.

## MOVE-OUT INFORMATION

**All exhibits must remain staffed and intact until the official 5:00 p.m. close of the show on Sunday.** Please do not begin to dismantle your exhibit until the official show closing has been announced. Booth exhibits and exhibits closest to the overhead doors will exit the building first. Move-out will proceed in a 'reverse order' to move-in. (Basically, the last one in will be the first one out.) Move-out times will be posted on the Move-in/Move-out Schedule in the Exhibitor Kit on the Progressive Insurance Nashville Boat Show website.

### ◆Booth Exhibits

Exhibitors who can hand carry items to their vehicles outside the convention center may do so after the 5:00 p.m. closing Sunday night. We ask that your entire booth be packed prior to loading your vehicle(s) at the Music City Center. Vehicles will not be allowed access to the loading ramp without their booth being ready to load. **All booth exhibits must completely vacate the Music City Center premises no later than midnight (11:00 p.m.) Sunday of closing.**

### ◆Bulk Exhibits

**Please allow 1 hour after the official 5:00 p.m. show closing for booth exhibits to vacate the building before removing exhibits.**

If boats are to be moved on tractor trailers, the exhibitor will be responsible for having enough boat trailers for the entire group of boats to be loaded at one time. Boats cannot be staged at the Music City Center during Move-out but you can use the Marshaling Yard. **The Music City Center must be vacated by 2:00 p.m. Monday, January 13. Delays will be billed to the exhibitor a minimum of the Music City Center daily building rate as of 1/1/2020.**

## OUTBOUND SHIPMENTS

Be sure your shipment is properly packaged, sealed, and wrapped for shipping.

Be sure each package is properly marked with your company name and booth number.

To utilize Fern Expositions, complete and return bills of lading to the Fern service desk on site.

To utilize **The UPS Store Business Center**, go to Level 2 near the Sixth Avenue entrance and Nashville Songwriters Hall of Fame. Handling fees apply.

## **DIRECTIONS TO CONVENTION CENTER**

### **From West on I-40:**

From the West on I-40—Take I-40 East toward Nashville. Take exit 209B toward Broadway/Demonbreun Street. Merge onto 14th Avenue North. Turn left onto Broadway. Turn right onto Rosa L Parks Boulevard. At the traffic circle, take the second exit onto Lafayette Street. Turn left onto 7th Avenue South. Left on Korean Veterans Boulevard. Located on right at 700 Korean Veterans Boulevard.

### **From East on I-40: (Airport)**

From the East on I-24—Take I-24 West toward Nashville/Birmingham. Keep left to continue on I-40 West, follow signs for Huntsville/Memphis/I- 65 South. Take exit 210C for 2nd Avenue toward 4th Avenue South. Keep right at the fork, follow signs for 2nd Avenue and turn right onto 2nd Avenue South. Continue on 2nd Avenue to Korean Veterans Boulevard and turn left. Located on right at 700 Korean Veterans Boulevard.

### **From North on I-65:**

From the North on I-65—Take I-65 South toward Nashville. Keep left to continue on I-24 East. Follow signs for I-24/I-40 E/Chattanooga/Knoxville. Take exit 49 for Shelby Avenue. Turn left onto Shelby Avenue. Continue on to Korean Veterans Boulevard. Located on right at 700 Korean Veterans Boulevard.