



**EXHIBITOR FACTS**  
**EIGHTH INTERNATIONAL COME TO THE WATER CONFERENCE – APRIL 10 – 13, 2008**  
**MARRIOTT NASHVILLE AIRPORT**

**Shipping Instructions:**

Exhibits, books, and other materials should be shipped to arrive as close as possible to the date of the meeting. Exhibitors are responsible for all shipping costs and packing of materials.

**Exhibitor packages should be shipped and individually labeled to the hotel as follows:**

Marriott Nashville Airport  
Group or Show Name  
Attn: Registered Guest Name with Check In Date  
600 Marriott Drive  
Nashville, TN 37214  
Hotel Contact Name (if applicable)

Multiple boxes/containers should each be marked as follows:  
"Box # of total number of boxes shipped." For example, Box 1 of 4, Box 2 of 4

**Shipping Policies:**

1. All packages sent should be labeled as listed above.
2. The hotel will accept shipments only the preceding three (3) days before the event. Shipments received earlier than three (3) days before the event will be assessed a \$25/day storage fee.
3. Hotel will provide delivery to the event location on the date of setup. Group Representatives/Exhibitors are responsible for all unpacking and setup of exhibit items.
4. At the conclusion of the show the Group Representatives/Exhibitors will be responsible for all dismantling, repacking and sealing of outbound shipments.
5. All outbound shipments will require completed shipping documents, including billing account numbers. Hotel will provide pickup from your event location and secure in our receiving department for pickup by designated shipping vendor.

**Incoming Shipping Charges:**

Charge includes receiving, storage, handling and outbound shipping

Express Packs/Envelopes:	Complimentary
Box/Container under 25 pounds:	\$5 each
Box/Container 25 pounds or more:	\$10 each
Pallets/Freight Items:	\$50 each

All package charges for individual guests/exhibitors registered with the hotel will be placed on the guest room folio.

**Exhibit Location:**

Pre-function area located directly outside the National Ballroom

**Setup and Take Down Time:**

Setup – Anytime after 1:00 p.m. on Thursday. All exhibits should be setup by 8:00 a.m. Friday.  
Take Down – After 9:30 p.m. on Saturday.

**Table Rental Fee:**

\$100 per table or \$25 per table for supporting schools. Table rental fees are paid directly to WHWC. Rental includes skirted table (6 feet in length) and a chair. Electrical and computer hook-up needs must be arranged through the hotel's Event Technology department. They can be contacted by phone at 615-872-2939. Costs for these additional services are the responsibility of the exhibitor.

**Contact Information:**

Conference Coordinator: Alane Fagan, 260-241-2984 or [cttw@cometothewater.org](mailto:cttw@cometothewater.org)  
Conference Hotel: Marriott Nashville Airport, 600 Marriott Drive, Nashville, TN  
Phone: 615-889-9300  
Web: [www.marriott.com/hotels/travel/bnatn-nashville-airport-marriott](http://www.marriott.com/hotels/travel/bnatn-nashville-airport-marriott)