

GIVE THIS SHEET TO YOUR DELIVERY TEAM!

Marshalling: Small trucks, cars and vans can use the Poplar Street lot located across from the KCC off Cumberland Avenue. Large trucks, large vans and semi-trailers are required to use the Blackstock lot and follow marshalling procedures as outlined.

Move-In times: Are scheduled in 1 hour intervals. This should allow all vendors enough time to get their products and vehicles into the building, unload, remove vehicles and continue setting up their displays. Exhibitors requiring more than 1 day setting up are asked to return the following day to continue. Vehicles should already be unloaded and out of the way allowing other exhibitors room to move in.

Vehicles are allowed in the building ONLY to deliver your display materials, products, tools, etc to your booth location. If you are unable to maneuver your vehicle to your exact booth space, you must park at the end of the aisle and cart the items you need to your space.

Vehicles are not to be used as a work station.

Extended Hours & Security: Vendors may continue to work past normal business hours (after 5:00 p.m.) until approximately 9 or 10 p.m. The building will be secured by KCC personnel who can assist vendors with locating their booths, questions, etc. Please follow their instructions when asked.

The Loading Dock is available for semi-trucks if needed. Please call the HBAGK office at 546-4665 x25 if you will need to use the dock and let us know when your truck will arrive. **Driver information:** *Knoxville Convention Center, 702 Henley St, Knoxville, TN 37902. Their phone number is 865-522-5669.*

Expect Minor Delays - Multiple vendors will be assigned to move in at the same doors and times as others. Don't panic, there is room for everybody.

- Please Follow the move-in information assigned for your company
- Please Unload materials and remove vehicle from building quickly
- DO NOT work from your vehicle
- DO NOT block aisle ways
- DO NOT drive through other exhibit spaces or over carpets
- DO NOT disturb other displays in order to maneuver your vehicle
- BE COURTEOUS to other exhibitors, facility management and event staff

Questions: HBAGK office 865.546.4665

