



EXHIBITOR MOVE-IN INSTRUCTIONS

THE HEALTHY LIVING EXPO LOCATION

Knoxville Convention Center / Exhibit Hall B
701 Henley Street / Knoxville, TN 37902
KCC Phone: 865.522.5669

THE HEALTHY LIVING EXPO HOURS Friday 9 am – 3 pm / Saturday 9 am – 4 pm

MOVE – IN / OUT TIMES **(PLEASE READ & FOLLOW MARSHALLING RULES)**

GENERAL Exhibitors Move-In: Thursday 2 pm – 7 pm

MARSHALLING REQUIRED See Below

MARSHALLING: Marshalling instructions **REQUIRED** by the Knoxville Convention Center are part of the Move-In Packet emailed to each exhibitor. Please review to understand the rules.

VEHICLES used in the exhibit, must come in prior to the GENERAL Move-In.

EXHIBITORS with carry-in items, may use Cumberland Ave. Circle to unload and load without going through Marshalling. Items must be able to transport using the escalator.

AGREEMENT: Observe expo rules and facility regulations as presented in the move-in materials. By moving into your exhibit booth(s) you acknowledge that you understand and accept these rules and regulations. ALL aisles and exits **MUST** remain clear during move-in, during the expo and during move-out. **Booths must remain open during ALL expo hours.**

MOVE-OUT: PLEASE DO NOT DISMANTLE before 4PM, visitors want to enjoy your exhibit until close. Please dismantle your exhibit **AFTER 4PM** on Saturday. **NO Exhibits may remain at the Knoxville Convention Center after 9 pm Saturday.**

After your exhibit is dismantled, check out at the Expo Office. If you're carting items, use the loading dock, get a PASS and go through Marshalling procedures. If you carry items, please use Cumberland Avenue Circle with no Marshalling.

THE HEALTHY LIVING EXPO VENDORS:

ACES Decorating: Extra Tables Etc.: Wes Mullins 865.251.6016 wes@allconventionexpo.com

Ambius: Plant rentals: Amy Barnett: 865.588.1776 ext: 31101 amy.barnett@ambius.com

ShowNets: Internet service: 865.251.6016 sales@shownets.net

M & M Productions: Charles Barker Audio Visual: 865.567-2428 kcc@mmproductionsusa.com

The Healthy Living Expo: Karen Ray 865.388.3180 karen@thehealthylivingexpo.com

Order ELECTRICITY from KCC before PRICE increase Jan.10th!

And other utility services: phone, water, cable

The Healthy Living Expo produced by Corporate Events, LLC.
865.851-8141 www.TheHealthyLivingExpo.com