



Exhibitor Move-In Instructions

HEALTHY LIVING EXPO LOCATION

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

HEALTHY LIVING EXPO DATES & HOURS

Friday 9 am – 3 pm January 21, 2012 / **Saturday** 9 am – 5 pm January 22, 2012

HEALTHY LIVING MOVE – IN DATES AND TIMES (BE SURE TO FOLLOW MARSHALLING RULES)

GENERAL Exhibitors:

Thursday 1 pm – 9 pm
January 19

MARSHALLING REQUIRED

VEHICLE Exhibitors:

Thursday 7 am – 1pm
January 19

No Marshalling

PAVILION Exhibitors (3 booths+)

Thursday 7 am – 1pm
January 19

No Marshalling

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 as part of exhibits, must come in prior to the GENERAL Move-In.

EXHIBITORS with carry-in materials, may use the circle off Cumberland Ave. to unload and load after the Expo, without going through the Marshalling Lot. Items must be able to transport using the escalator.

AGREEMENT: Please observe all the expo rules and facility regulations as presented to you with your move-in materials. By moving into your exhibit booth(s) you are acknowledging 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. Your Booths(s) must remain open during ALL expo hours.

MOVE-OUT: PLEASE **DO NOT DISMANTLE** before 5PM, so visitors may enjoy your exhibit until close. Please dismantle your exhibit AFTER 5PM on Saturday January 21, 2012. **NO Exhibits** may remain at the Knoxville Convention Center after 10 PM Jan 21, 2012.

After your exhibit is dismantled, please check out at the Expo Office. Exhibitors using the loading dock, must get a PASS and go through the Marshalling procedures. If you can carry your items out, please use the Cumberland Ave. Circle.

EXPO VENDORS: Following are the names of Healthy Living Expo Vendors and contact information:

ToeZay Decorating: Booth Extras: Mike Julian 865.687.5624 toezaydecorators@comcast.net

PSAV: Audio Visual: Reid Faulkenberry 865.251.6128 jfaulkenberry@psav.com

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

ShowNets: Internet service: 865.251.6016 sales@shownets.net

HealthyLivingExpo: Producer: Karen Ray 865.388.3180 karen@thehealthylivingexpo.com

USE MOVE-IN PACKET FORMS TO ORDER ELECTRICITY PRICE increase December 30th!

