

## **Marshalling and Move-In/Move-Out Procedures**

The Blackstock parking lot will be used as a marshalling yard for your event. A map with directional information is included for your convenience.

### **Move-in:**

We ask that each vehicle report to the Blackstock parking lot (marshalling yard) upon arrival of your designated move-in time. Once your vehicle has entered the marshalling yard, you should report to the marshalling coordinator. No vehicles will be allowed to enter the Knoxville Convention Center loading dock without first checking-in at the marshalling yard. The marshalling coordinator will then send vehicles to the loading dock for unloading according to availability.

Once your vehicle has been unloaded, please move out of the loading dock and park your vehicle before you set up your booth.

### **Move-out:**

After completely packing up your booth, come to the show office/manager and pick up your loading pass.

After receiving your pass, please report to the marshalling yard. You will then be allowed to go the loading dock as space permits.

This system helps to insure that the loading dock does not back up and that emergency vehicles always have a path into the area if an emergency arises. Thank you in advance for your patience and understanding.

Karen L. Massey  
Director of Event Services  
SMG/Knoxville Convention Center

## **MARSHALLING PROCEDURES**

The purpose of the Marshalling yard is to control the flow of traffic at the Convention Center and help ensure that everyone has an orderly and timely move-in/out. Upon arriving at the Marshalling yard, exhibitor will be checked in and you will fill out the information sheet provided.

### **POST POSITIONS:**

#### **KCC LOADING DOCK GATE:**

The Guard will be stationed between the gate and Cumberland Ave. The Guard's job will be receiving or sending vehicles to the Marshalling yard at Blackstock.

- Guard will be handing out information to vehicles that have not been checked in at the Marshalling yard.
- Guard will not allow any vehicle into the Loading dock unless approved from the Marshalling Coordinator.
- The only exception will be for KCC deliveries. Those deliveries will utilize the KCC receiving dock.
- The guard will be in radio communication with the guard at the marshalling yard to know when and what type of vehicle will be sent to the KCC loading dock.
- Upon entering the loading dock this guard will send the vehicle to the next guard which is located inside the loading dock so that guard can show which dock will be used to unload.
- Each vehicle entering the loading dock area the guard position at the gate will take up the Dock pass that was given at the Marshalling Yard. This will prevent vehicles coming into the loading dock and bypassing the Marshalling yard.

#### **KCC LOADING DOCK:**

The guard's position inside the loading dock will mostly be between the two ramps from the Exhibit Hall.

- There is NO PARKING ON THE RAMPS OR BLOCKING THE RAMPS AT ANYTIME. This is a Fire Lane and it has to be kept clear at all times.
- The guard will direct the vehicles coming into the Loading dock where to park and unload.
- The guard will be coordinating vehicles entering and exiting the loading dock to ensure the promptness of unloading going on.
- The guard will also advise the marshalling coordinator when a dock becomes available so another vehicle can be called from the marshalling yard.
- When all vehicles are unloading, Exhibitor's will need to park their vehicle either back at the marshalling yard, Popular Street, Locust Street, or at the Holiday Inn

parking garage. Note: If an Event has a lot reserved, that will be communicated to each guard at the beginning of each Load in.

### **MARSHALLING YARD:**

The Guard's duties are: checking in vehicles, aligning vehicles in order to be sent to the KCC when available.

- All vehicles must report to the Marshalling yard, which has been designated "Blackstock".
- Once the vehicle has entered the marshalling yard, they will report to the designated guard at Blackstock.
- The guard will check all vehicles to make sure the proper paper work has been filled out and verify the driver information.
- The guard will be checking in vehicles as they come into the yard.
- The guard will be writing down the names of the individual, booth name and number and the time they arrived and exited from the marshalling yard, type of vehicle and the license plate number.
- Write down the time the vehicle arrived, will be the order the vehicle should be lined up to be sent to the KCC.
- The guard will be in contact with the marshalling coordinator when to send vehicles to the KCC.
- The guard will let the marshalling coordinator know when vehicles are on their way so the Loading dock guard will know what to expect.
- This will prevent any vehicles from by passing the marshalling yard.
- The guard will be issuing Dock Passes to each vehicle after checking the vehicle in. The Dock pass is issued to the vehicle so when the vehicles enter the KCC Loading dock the guard is aware that the vehicle has been sent from the Marshalling Yard. The Dock Pass must be visible on the dash at all times.

### **Load in Starts: Example**

- Marshalling coordinator will be in charge of loading dock and will be located at the dock.
- The marshalling coordinator will call for a vehicle according to load in schedule.
- The Guard at the marshalling yard will relay information to the vehicle.
- Vehicle will be sent to the KCC. Dock Pass must be visible on the dash.
- The Guard at the Loading Dock gate will not let in any vehicle in that has not been called for by the marshalling coordinator.
- The only exception will be for KCC deliveries. Those deliveries will utilize KCC receiving dock.
- Loading dock gate guard will then let the vehicle in and inform the guard in the loading dock when it is entering.
- The loading dock guard will show the vehicle where to park and unload/load.

- After loading/unloading the vehicle exits the loading dock, the guard will notify the marshalling coordinator space is available.
- Marshalling coordinator must make sure that the vehicle has departed from the dock before calling in another vehicle.

## **MARSHALLING AREA**

The Marshalling Area will be located off of Blackstock Ave. All trucks will be sent there to stage before entering the loading dock.

### **DIRECTIONS:**

From the KCC go north on Henley St. Go to the second red light, take a left onto Oak Ave. After taking the left onto Oak Ave go to the stop sign you will take another left. After taking the second left you will be seeing the fence on your left side, follow the fence until you see a gate or sign for the parking area. Please be aware State office personnel park in this area. The designated area for truck parking will be marked for trucks. Security will have an officer at the marshaling area to direct the trucks to the facility and when to enter.

### **Directions to Blackstock Lot** **For Marshalling to the Knoxville Convention Center**

Interstate 40E:

Exit 387/17<sup>th</sup> Street  
Cross 17<sup>th</sup> Street and bear right onto Blackstock  
Blackstock Lot will be on the right; it is a fenced lot

Interstate 40W:

Exit 388A/James White Parkway  
Summit Hill Exit, right onto Summit Hill Drive  
Summit Hill Drive to Henley Street/Broadway  
Turn right onto Broadway  
1<sup>st</sup> traffic light, turn left onto Oak Avenue  
Oak Avenue to Blackstock, turn left onto Blackstock  
Blackstock Lot will be on the left; it is a fenced lot

## Knoxville Convention Center Exhibitor Map and Directions to Marshalling Yard



When your booth has been dissembled, please report back to Blackstock Parking Lot/Marshalling Yard. Turn load out pass into Marshalling Coordinator at Blackstock Parking Lot/Marshalling Yard for a dock pass in order to gain entry into KCC Loading Dock. The Marshalling Coordinator will then notify exhibitor when to report to Knoxville Convention Center Loading Dock.

**Any vehicle not in possession of a dock pass will be asked to return to Blackstock Parking Lot/Marshalling Yard.**

Exhibitors – Thank you in advance for your cooperation.  
-KCC Staff



### DRIVING DIRECTIONS FROM KCC TO BLACKSTOCK LOT

From the Loading Dock:  
Take a right onto Cumberland Ave.  
At the 2nd red light take a right onto 11th Street.  
At the next red light take a right onto Clinch Avenue.  
At the next red light take a left turn onto Henley Street (441 North Highway).  
Go straight thru the next red light and get into the left lane.  
At the next red light turn left onto Oak Avenue.  
Go across the bridge to the stop sign.  
At the stop sign take a left turn onto Blackstock Avenue.  
As you make the left turn you will see the lot on your left.  
Go see the Marshalling Coordinator to get your number to line up.

### DRIVING DIRECTIONS FROM BLACKSTOCK TO THE KCC

From the Blackstock lot to the convention center:  
From lot make a right turn onto Oak Avenue  
At red light turn onto Henley Street (441 South).  
At the 4th red light make a right turn onto Cumberland Ave.  
At the next red light you will see the entrance to the KCC Loading Dock, turn right.

