

Move-In and Move-Out Process

Move-In

Thursday, March 18 – 9am-7pm



All exhibitor badges should be picked up at the show office during move-in.

All exhibitors wishing to use the loading docks for move-in must report to the Blackstock lot for marshalling to the Knoxville Convention Center.

The following move-in plan has been developed to expedite moving into the Knoxville Convention Center for Women Today 2010. Please read this information carefully to become familiar with the move-in process.

- Exhibitors are asked to report directly to the Blackstock Parking lot.
- Once you have entered the Blackstock lot report to the marshalling coordinator at the News Sentinel's blue tent. Light refreshments will be available.
- The marshalling coordinator will assign a move-in number based on time of arrival.
- As space becomes available on the loading docks, the loading dock coordinator will radio the marshalling lot coordinator to send the next vehicle to the Knoxville Convention Center.
- To decrease time on the loading dock and to assist you, the News Sentinel will provide a team of laborers and carts to help you with unloading your vehicle and taking supplies to your booth. We suggest two people arrive with the vehicle; one person to accompany the freight to the booth, and one person to move the vehicle immediately after unloading.
- Move vehicle and park in the Blackstock lot. Shuttle service to and from parking area will be provided during move-in, show, and move-out.
- All exhibitors will be provided with a numbered Blackstock Move-out sign for their vehicle during move-in. It is important to keep this for use during the move-out process.

Please note, if you have a large number of items to move-in multiple trips from the loading dock to your booth may be required.

Move-Out - please note: booths can not be broken down prior to 6:00 on Sunday or a \$200 fine will be enforced.

Sunday, March 21 – 6pm-9pm • Monday, March 22 – 9am-Noon

Each exhibitor is asked to follow the move-out process as closely as possible.

- IT IS IMPORTANT IF YOU SEND SOMEONE TO BLACKSTOCK TO MAKE SURE YOU GIVE THEM YOUR NUMBERED BLACKSTOCK PASS PROVIDED AT MOVE-IN.
- After completely packing up your booth, come to the show office to pick up a loading pass.
- A show staffer will go with you to your booth to confirm your booth is packed and ready to go.
- Next, go to Labor desk and present the loading pass which signifies your booth is packed and ready to load.
- Laborers will then be assigned to go to your booth to load carts and transport materials to the loading dock. We suggest two people be available for move-out; one person to accompany the freight to the loading dock with the laborers, and one person to move the vehicle from Blackstock lot to the loading dock.
- **Shuttle service will be available to transport exhibitors to Blackstock lot. This service ends 2 hrs. after show ends.**
- **All vehicles must report to Blackstock lot and place their numbered Blackstock pass in the window of their vehicle. When you're cleared to enter the loading dock the Blackstock Marshalling Coordinator will identify you with this number and notify you to go to the Convention Center loading dock.**
- IT IS IMPORTANT TO CLEARLY DISPLAY YOUR NUMBERED BLACKSTOCK PASS TO EXPEDITE THE MOVE-OUT PROCESS
- Once you are cleared please move vehicle to be loaded to Knoxville Convention Center.

Please note, if you have a large number of items to move-out multiple trips from your booth to the loading dock may be required.

**THANK YOU IN ADVANCE FOR YOUR COOPERATION IN MAKING
THIS VERY BUSY PROCESS AS SMOOTH AS POSSIBLE**