

Marshalling Move-In/Out Procedures

The Blackstock Lot will be used as a marshalling yard for the event. A map with directional information is included. There are 182 parking spaces available and will be labeled ASM Global Knoxville Parking Only.

Move-In

We ask that each vehicle report to the Blackstock Lot (Marshalling Yard) upon arrival at designated move-in time. Once vehicle has entered the marshalling yard, 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 Guard will send vehicles to the loading dock for unloading according to availability.

Once a vehicle has been unloaded, please move the vehicle from the loading dock and park at either Blackstock Lot or Poplar Lot. Vehicles must be moved prior to setting up booth/space.

Move-Out

Once booth/space is completely packed, pick-up a load-out pass from the Show Office/Manager. After receiving the pass, please report to the marshalling yard, directions attached. As space permits, the Marshalling Coordinator will direct vehicles to the Knoxville Convention Center Loading Dock.

We have the above system in place to help ensure a steady flow of traffic at the loading dock and that emergency vehicles are able to access the area, if needed. Thank you in advance for your patience, cooperation and understanding.

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MARSHALLING PROCEDURES

The purpose of the marshalling yard is to control the flow of traffic at the Knoxville Convention Center (KCC) and help ensure that move-in/out occurs in an orderly and timely fashion. Upon arriving at the marshalling yard, vendors will be checked in and fill out the information sheet provided.

ADDRESS TO KNOXVILLE CONVENTION CENTER
701 HENLEY STREET KNOXVILLE, TN 37902
Security Number: 865-251-6040

POST POSITIONS

KCC LOADING DOCK - 813 Cumberland Avenue, Knoxville, TN 37902

The Loading Dock Guard will be stationed between the gate and Cumberland Avenue. The guard's job will be receiving or sending vehicles to the marshalling yard at the Blackstock Lot.

- Guard will not allow any vehicles into the KCC Loading Dock unless they receive approval from the Marshalling Coordinator at Blackstock.
- The only exception will be for KCC deliveries. Those deliveries will utilize the KCC receiving dock.
- The Loading Dock Guard will be in radio communication with the Marshalling Coordinator to know when and what type of vehicle(s) are being directed to the KCC Loading Dock.
- Upon entering the KCC Loading Dock the first guard will send the vehicle to the second guard and they will direct the vendor to the dock bay they are to use to unload.
- Each vehicle entering the KCC Loading Dock will turn in their dock pass, given out at the marshalling yard, to the first guard at the gate.
- This will prevent vehicles coming into the loading dock and bypassing the marshalling yard.

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

- There is **NO PARKING ON OR BLOCKING THE RAMPS AT ANYTIME**. This is a Fire Lane and must remain clear.
- The guard will direct vehicles coming into the KCC Loading Dock where to park and unload.
- The guard will coordinate vehicles entering and exiting the loading dock to ensure promptness and efficiency.
- The guard will advise the Marshalling Coordinator when a dock bay becomes available so another vehicle may be sent from the marshalling yard.
- When a vehicle has been unloaded, vendors will need to park their vehicle either back at Blackstock Lot, Poplar Street Lot, Locust Street Parking Garage, or at the Marriott Parking Garage.
- Note: If another Event/Group has the Poplar Street Lot reserved, that will be communicated to each guard at the beginning of move-in.

MARSHALLING YARD – 640 Blackstock Avenue, Knoxville, TN 37916

The Marshaling Yard is located off Blackstock Ave. All semi-trailers, box trucks and other vehicles must report to Blackstock Lot to stage before they are sent to the KCC Loading Dock.

The Marshalling Coordinator's duties are checking in vehicles, lining up vehicles in order to be sent to the KCC Loading Dock as space is available.

- All vehicles must report to the marshalling yard, which has been designated as Blackstock Lot.
- Once the vehicle has entered the marshalling yard, they will report to the Marshalling Coordinator.

- The Marshalling Coordinator will check vehicles in as they enter the lot (name, booth name and number), note their arrival time, make sure proper paper work has been filled out and verify driver and vehicle (make, model and license plate) information.
- The Loading Dock Guard will be in constant communication with the Marshalling Coordinator on when to send vehicles to the KCC Loading Dock.
- The Marshalling Coordinator will let the Loading Dock Guard know when vehicles are on their way. This will minimize the chance that a vehicle by-passes the marshalling yard.
- After a vehicle has been checked in, the Marshalling Coordinator will issue the driver a Loading Dock Pass. The pass is issued to the vehicle so when it enter the KCC Loading Dock the guard is aware that the vehicle has been sent from the Marshalling Yard. The pass must be visible on the dash at all times.

EXAMPLE - Move-In/Move-Out

- Security Manager will be in charge of KCC Loading Dock and located there for the duration of the move-in.
- The Loading Dock Guard at KCC will call for a vehicle according to load in schedule.
- The Marshalling Coordinator at the marshalling yard (Blackstock) will relay information to the vehicle.
- Vehicle will be sent to the KCC Loading Dock with dock pass visible on the windshield.
- The Loading Dock Gate Guard at KCC will not let any vehicle in that has not been called for.
- The only exception will be for KCC deliveries. Those deliveries will utilize KCC receiving dock.
- With proper credentials, Loading Dock Gate Guard will then let the vehicle in and relay that information to the second Loading Dock Guard.
- The second Loading Dock Guard will direct the vehicle where to park and unload/load.
- After loading/unloading the vehicle will exit the loading dock and the Loading Dock Guard will advise the Marshalling Coordinator space is available.
- Loading Dock Guard must make sure that the vehicle has departed from the dock before calling for another vehicle.

DIRECTIONS TO BLACKSTOCK LOT (MARSHALLING YARD)
640 BLACKSTOCK AVENUE, KNOXVILLE, TN 37916

Interstate 40E

Exit 387 - 17th Street

Cross over 17th Street, Blackstock bears to the right

Blackstock Lot will be the fenced in lot on the right

Interstate 40W

Exit 389 - Hall of Fame

Right onto Summit Hill Drive

Summit Hill Drive to Henley Street/Broadway

Right onto Broadway

1st traffic light, turn left onto Oak Avenue

Oak Avenue to Blackstock, turn left onto Blackstock

Blackstock Lot will be the fenced in lot on the right

DRIVING DIRECTIONS FROM BLACKSTOCK LOT TO THE KCC LOADING DOCK
813 CUMBERLAND AVENUE, KNOXVILLE, TN 37902

From lot make a right turn onto Oak Avenue

At red light turn onto Henley Street (441 South)

At the fifth red light, make a right turn onto Cumberland Ave.

At the next red light, entrance to the KCC Loading Dock will be on the right

DRIVING DIRECTIONS FROM KCC AND POPLAR TO BLACKSTOCK LOT
640 Blackstock Avenue, Knoxville, TN 37916

From KCC Loading Dock

At red light turn left onto Cumberland Avenue
Go up the hill and at red light turn left onto Henley Street
At the 5th 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
Blackstock Lot will be the fenced in lot on the left

From Poplar Lot

Turn right onto Cumberland Avenue
Go up the hill and at red light turn left onto Henley Street
At the 5th red light turn left Oak Avenue.
Go across the bridge to the stop sign
At the stop sign take a left turn onto Blackstock Avenue.
Blackstock Lot will be the fenced in lot on the left

DIRECTIONS TO KCC LOADING DOCK
813 CUMBERLAND AVENUE, KNOXVILLE, TN 37902

Interstate 40E

Exit 388 - Henley Street
Pass Clinch Avenue intersection
Turn right onto Cumberland Avenue
At traffic light turn right, Poplar Street
Dock is on right

Interstate 40W

Exit 388A - James White Parkway
2nd Exit - Downtown/Cumberland Avenue
At 6th red light KCC Loading Dock is on right

DIRECTIONS TO POPLAR LOT (KCC PARKING LOT)
906 Poplar Street Knoxville, TN 37902

Interstate 40E

Exit 388 - Henley Street
Pass Clinch Avenue intersection
Turn right onto Cumberland Avenue
At traffic light turn left, Poplar Street
Parking lot is on right

Interstate 40W

Exit 388A - James White Parkway
2nd Exit - Downtown/Cumberland Avenue
At the 6th red light turn left
Turn left at traffic light, Poplar Street
Parking lot is on right