

DIRECTIONS TO BALLROOM DROP-OFF

Interstate 40E

Exit 388-Henley Street
Pass Clinch Avenue Intersection
Turn right onto Cumberland Avenue (KCC on right)
Ballroom Drop-Off will be on your right

Interstate 40W

Exit 387 - 17th Street/Western Avenue
Turn right onto Western Avenue
At third traffic light turn right onto Henley Street
Pass Clinch Avenue Intersection
Turn right onto Cumberland Avenue (KCC on right)
Ballroom Drop-Off will be on your right.

MARSHALLING PROCEDURES FOR BALLROOM DROP-OFF

This is for 20 vendor or less only

Exhibitor vehicles will enter via the Ballroom drop-off entrance located off Cumberland Avenue. The Marshalling Guard will communicate to the vendor where they need to pull around to, and that after they unload their vehicle and bring to designated space, they will need to move their car to either Blackstock or Poplar Lot, based on availability.

All semi-trucks and large box trucks, need to use the loading dock instead of the Ballroom drop-off to unload. Use of the loading dock will need to be coordinated with the Event Manager a minimum of 14 days prior to the first move-in day and will require a Marshalling guard to be stationed at the loading dock gate during Exhibitor move-in.

For all events with twenty or more vendors, we recommend groups designate specific move-in times for vendors to eliminate long wait times, resulting in a smoother move-in. Early load in for larger booths or exhibits will allow more vehicles to unload during the regularly allotted time for Marshalling.

When there are 20 or more vendors additional Marshalling guards will be required at Poplar Lot and KCC Loading Dock.

If the Ballroom drop-off gets extremely busy or full, Knoxville Convention Center (KCC) Security will inform the Vendors to temporarily park at Poplar lot and we will advise them when to come over to unload.

Note: If an Event has Poplar lot reserved, then we will need to re-route cars to Blackstock Lot to stage until space is available.

Please inform all Vendors that after unloading, to NOT set up their booths; they need to remove their vehicle from the Ballroom drop-off first to ensure that others can unload in a timely fashion.

KCC BALLROOM DROP-OFF

- The guard's position inside the Ballroom drop-off will be at the entrance of Ballroom drop-off, off Cumberland Avenue.
- The guard will direct the vehicles coming into Ballroom drop-off where to park and unload.
- When all vehicles are unloaded, Exhibitor's will need to park their vehicle at the Poplar Street parking lot if that lot is full then they would need to go to Locust Street parking garage, or at the Blackstock Lot.
- Blackstock parking lot is the only parking lot that allows for semi-trucks and large box trucks to park.

POPLAR LOT

- When the Ballroom drop-off gets full all exhibitors will temporarily park at Poplar lot until room is available. KCC Security will advise them when to come over to unload.

MOVE-OUT PROCEDURES:

- Once your booth is packed up you will take your car to the Poplar lot and the Marshaling guard stationed there will send you over to the Ballroom drop-off to load your car. If there is not a space available at the Ballroom drop-off, the marshaling guard will hold the vendor until space becomes available and then send them over.

Directions to Poplar Street Parking Lot

Address: 906 Poplar Street, Knoxville, TN 37902

154 - Parking Spots

Interstate 40E

Exit 388 - Henley Street

Pass Clinch Avenue intersection

Turn right onto Cumberland Avenue (KCC on right)

Turn Left at 1st Traffic Light, Poplar Street

Parking Lot is On Right

Interstate 40W:

Exit 388A/James White Parkway

Summit Hill Exit, right onto Summit Hill Drive

Summit Hill Drive to Henley Street/Broadway

Turn left onto Henley Street

Pass Clinch intersection

At the 3rd light make a right onto Cumberland Avenue (KCC on right)

Turn left at traffic light (Poplar Street)- parking lot is on the right

Directions to Locust Street Parking Garage
Address: 540 Locust Street, Knoxville, TN 37902

Lot is FREE after 6pm Monday- Friday
FREE on weekends, except during UT Home Football Games
Cost is \$1 per hour with a \$7 maximum daily rate
649- parking spaces

Interstate 40E

Take Exit 388A - James White Parkway
Get in the left hand lane and make a left onto Clinch Avenue.
Clinch Ave. is the 2nd red light coming thru the tunnel.
Go through traffic light at Locust/Clinch Intersection.
Make a left at the 4-way stop onto Walnut Avenue.
Go through the next Stop sign.
Entrance to the Parking Garage will be on your left.
Walk across Pedestrian Bridge to the Convention Center.
The Convention Center is at the corner of Henley and Clinch Ave.

Interstate 40W

Exit 387 - 17th Street/Western Avenue
Turn right onto Western Avenue
Third traffic light, turn right onto Henley Street
Get in the left hand lane and make a left onto Clinch Avenue
Clinch Ave is the 2nd red light turning onto Henley from Western Ave.
Go through traffic light at Locust/Clinch Intersection.
Make a left at the 4-way stop onto Walnut Avenue.
Go Through the next Stop sign.
Entrance to the Parking Garage will be on your left.
Walk across Pedestrian Bridge to the Convention Center.
The Convention Center is at the corner of Henley and Clinch Ave.

I-275 South

At the I-275/I-40 interchange, bear right onto 441 South (Henley Street).
Get in the Left Hand Lane and make a left onto Clinch Avenue.
Clinch Ave is the 2nd Red light going through the Tunnel.
Go through traffic light at Locust/Clinch Intersection.
Make a left at the 4-way stop onto Walnut Avenue.
Go Through the next Stop sign.
Entrance to the Parking Garage will be on your left. Walk across Pedestrian Bridge to the Convention Center.
The Convention Center is at the corner of Henley and Clinch Ave.

129 North – Alcoa Highway (From McGee Tyson Airport)

Take 129 North. Exit Cumberland Avenue
Turn right and continue straight to Henley Street.
Make a left on Henley Street, the Convention Center will be on your left.
Continue past the Convention Center and make a right onto Clinch Avenue.
Go through traffic light at Locust/Clinch Intersection.
Make a left at the 4-way stop onto Walnut Avenue.
Go Through the next Stop sign. Entrance to the Parking Garage will be on your left.
Walk across Pedestrian Bridge to the Convention Center. The Convention Center is at the corner of Henley and Clinch Ave.