

## **Marshalling Move-In 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. There are 182 parking spaces available and will be labeled SMG Knoxville Parking Only.

### **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 at either Blackstock Lot or Poplar Lot.

### **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 at Blackstock Lot. Directions attached. 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.

Kate Jackson  
Director of Event Services  
SMG/Knoxville Convention Center  
865-740-0477- cell  
[kjackson@kccsmg.com](mailto:kjackson@kccsmg.com)

## **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 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 YARD**

The Marshaling Yard/Lot will be located off Blackstock Ave. All semi-trailers, box trucks and all vehicles must report to Blackstock Lot to stage before being sent to loading dock.

### **ADDRESS TO KNOXVILLE CONVENTION CENTER**

**701 HENLEY STREET KNOXVILLE, TN 37902**

### **ADDRESS TO KNOXVILLE CONVENTION CENTER LOADING DOCK:**

**813 CUMBERLAND AVE. , KNOXVILLE, TN 37900**

### **Directions to Blackstock Lot/ Marshalling Yard to the Knoxville Convention Center**

**640 BLACKSTOCK AVENUE KNOXVILLE, TN 37916**

#### **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  
First 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

**Directions to Poplar Lot**  
**906 Poplar Street Knoxville, TN 37916**

**Interstate 40E:**

Exit 388/Henley Street  
Pass Clinch intersection  
Turn right onto Cumberland Avenue (KCC on right)  
Turn Left at 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  
Turn right onto Cumberland Avenue (KCC on right)  
Turn Left at traffic light (Poplar Street)  
Parking lot is on right