

MARSHALING MOVE-IN/MOVE-OUT PROCEDURES WORLD'S FAIR EXHIBITION HALL (WFEH)

The Blackstock Parking Lot will be used for the marshalling yard for all events at the WFEH. There are 182 parking spaces available and will be labeled SMG Knoxville Parking Only.

A map with directional information is included for your convenience.

Licensee/Show Promoter must coordinate and get approval from Event Manager two weeks before your contracted move-in day for loading dock access and/or vehicles driving into building from loading dock. Event manager will let you know if loading dock access or drive-in is NOT available, if there is another event contracted in Exhibit Hall 3 during your move-in or move-out time there will be NO drive-in access allowed.

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 guard. No vehicles will be allowed to enter the World's Fair Exhibition Hall (WFEH) loading dock or street access outside the building on World's Fair Park Drive without first checking-in at the marshalling yard. The marshalling guard will then send vehicles to the loading dock and/or street access for unloading according to availability.

There is a 30-minute load-in window only once your vehicle has been unloaded, please move out of the loading dock and/ or street access 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 (Blackstock Lot). You will then be allowed to go the loading dock and/or street access as space permits.

This system helps to insure that the loading dock & World's Fair Park Drive (Street Access) 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.

LOAD IN & LOAD-OUT:

- One Marshalling coordinator will be in charge of loading dock and will be located at the dock. There are only two dock bays at the WFEH so be patient.
- If you get approval from your Event Manager for drive-in access at loading dock you will be required to have an additional marshaling guard at entrance into Exhibit Hall 3 from dock side.
- A minimum of two marshaling coordinators will be in charge of World's Fair Park Drive Street Access and will be located outside in front of the WFEH.
- Event manager will let you know if loading dock access or drive in is NOT available if there is an event that has rented Exhibit Hall 3.
- The Guard at the marshalling yard will relay information to the vehicle and hand them the correct pass to dock and /or street access.
- Vehicles sent to the WFEH loading dock and/or WFEH street access must have their pass visible on the dash.
- The guard at the loading dock will not let any vehicle in that has not been called by the marshalling yard and does not have a pass. The guard will show you where you need to park.
- The guards at the street access area will not let any vehicles park outside that have not been called by the marshaling yard and does not have a pass. The guards will show you where to park.
- The marshaling guards outside the WFEH Street Access & at the Loading Dock will hand all vehicles a 30- minute temporary parking pass to unload their vehicle.
- The only exception will be for WFEH deliveries. Those deliveries will utilize WFEH receiving dock.
- After their 30-minute time frame for loading/unloading is up, all vehicles must move their vehicle to Blackstock Lot or Locust Street Parking Garage. Otherwise they will be ticketed and/or towed by the PBA Park Security at the owner's risk and expense.
- Marshalling coordinator must make sure that the vehicle has departed from the dock and/or street access before calling in another vehicle.

POST POSITIONS

World's Fair Exhibition Hall (WFEH) LOADING DOCK:

The Guard's job will be receiving or sending vehicles to the Marshalling yard at Blackstock.

Drive in access must be approved prior to contracted move-in day. Will NOT be available if another event has rented Exhibit Hall 3.

- 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 WFEH deliveries. Those deliveries will utilize the WFEH 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 WFEH loading dock.
- The guard positioned at the loading dock 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.
- 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 unloaded, Exhibitor's will need to park their vehicle either back at the marshalling yard, 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.

STREET ACCESS (OUTSIDE IN FRONT OF WFEH)

A minimum of two marshaling guard's is required for all events that use street access to move-in and move-out. job will be receiving or vehicles from the Marshalling yard at Blackstock and maintaining the flow on World's fair Park Dr. Road. This is a 30- minute unloading zone. Vehicles must have an authorized parking pass to unload there.

- Guards will give the driver an authorized parking pass to put in on the dash of the vehicle. Please be sure your vehicle is temporarily parked in appropriate authorized area.
- Parking in unauthorized area can result in vehicle being ticketed and/or towed at owner's risk and expense.
- Guard will not allow any vehicle to park and un-load unless approved from the Marshalling Coordinator at Blackstock Lot.

POST POSITIONS CON'T:

STREET ACCESS (OUTSIDE IN FRONT OF WFEH) CON'T:

- Please note that the parking pass is only good for a 30-minute load-in and 30-minute load-out. The guard will write down the time that you arrived on the authorized parking pass, so to maintain the 30-minute limit for move-in and move-out.
- The Guard will make one announcement when your time is up and failure to move your vehicle within the 30-minute time frame could result in being towed at owner's risk and expense.
- 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 street access in front of WFEH.
- There must be a minimum of two guards positioned outside the WFEH on the street.
- The guards will take up the pass that was given at the Marshalling Yard. This will prevent vehicles coming into the road and bypassing the Marshalling yard.
- The guards will direct vehicles where to park and unload.
- The guards will also advise the marshalling yard when a space becomes available so another vehicle can come to unload.
- When all vehicles are unloaded, Exhibitor's will need to park their vehicle either back at the marshalling yard (Blackstock Lot in the designated WFEH/ SMG Knoxville Parking Spaces), Locust Street.
- Note: If an Event has rented the Blackstock Lot, that will be communicated to each guard at the beginning of each Load in. guards will have directions to Locust and Blackstock Lot in case they are needed.

MARSHALLING YARD PROCEDURES (BLACKSTOCK LOT)

The purpose of the Marshalling yard is to control the flow of traffic at the WFEH & traffic on World's Fair Park road, 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 by the marshaling guard.

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

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

POST POSITIONS CON'T:

MARSHALLING YARD PROCEDURES (BLACKSTOCK LOT) CONT:

- 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.
- They will write down the time the vehicle arrived and this will be the order in which the vehicle should be lined up to be sent to the WFEH.
- The guard will be in contact with the marshalling coordinator on when to send vehicles to the WFEH.
- The guard will let the marshalling coordinator know when vehicles are on their way so the loading dock guard and/or the Worlds' Fair Park Dr. street guard will know what to expect.
- This will prevent any vehicles from bypassing the marshalling yard.
- The guard will be issuing Dock/Street Passes to each vehicle after checking the vehicle in. The Dock/Street Pass is issued to the vehicle so when the vehicles enter the WFEH Loading Dock or the World's Fair Park Dr. Road in front of the WFEH the guard is aware that the vehicle has been sent from the Marshalling Yard. The Dock/Street Pass must be visible on the dash at all times.

LOAD IN & LOAD-OUT:

- One Marshalling coordinator will be in charge of loading dock and will be located at the dock. There are only two dock bays at the WFEH so be patient.
- If you get approval from your Event Manager for drive-in access at loading dock you will be required to have an additional marshaling guard at dock area.
- A minimum of two marshaling coordinators will be in charge of World's Fair Park Drive Street Access and will be located outside in front of the WFEH.
- Event manager will let you know if loading dock access or drive in is NOT available if there is an event that has rented Exhibit Hall 3.
- The Guard at the marshalling yard will relay information to the vehicle and hand them the correct pass to dock and /or street access.
- Vehicles sent to the WFEH loading dock and/or street access must have their pass visible on the dash.
- The guard at the Loading Dock will not let any vehicle in that has not been called for by the marshalling yard and does not have a pass.
- The guards at the street access area will not let any vehicles park outside that has not been called by the marshaling yard and does not have a pass.
- The marshaling guards outside the WFEH Street Access & at the Loading Dock will hand all vehicles a 30- minute temporary parking pass to unload their vehicle.

LOAD IN & LOAD-OUT CON'T:

- The only exception will be for WFEH deliveries. Those deliveries will utilize WFEH receiving dock.
- The loading dock guard will show the vehicle where to park and unload/load.
- After loading/unloading, the vehicle exits the loading dock and/or street access; the guard will notify the marshalling yard that space is available and either location.
- Marshalling coordinator must make sure that the vehicle has departed from the dock and/or street access before calling in another vehicle.

MARSHALLING YARD:

The Marshalling Yard will be located off of Blackstock Ave. All semi-trailers, box trucks and all vehicles must report to Blackstock Lot to stage before being sent to loading dock and/ or street trucks will be sent there to stage before entering the loading dock.

ADDRESS TO BLACKSTOCK LOT:

640 BLACKSTOCK AVENUE KNOXVILLE, TN 37916

ADDRESS TO WORLD'S FAIR EXHIBITION HALL (WFEH):

935 WORLD'S FAIR PARK DRIVE KNOXVILLE, TN 37902

DIRECTIONS:

From the WFEH loading dock, make a right onto World's Fair Park Drive or from street Access straight on World's Fair Park Drive. At the four way stop, go straight. Next stop continues straight to red light. At red light make a left turn going on the other side of the building onto Oak Avenue. Continue across bridge till stop sign. Make a left at stop sign and left into Blackstock Ave. The entrance to Blackstock Parking Lot will be on your left. Please be aware that you must park in the designated SMG/Knoxville parking spaces only. If you park in any PBA or World's Fair Park spot you will be ticketed and/or towed at owner's expense. The designated area for truck parking will be marked for trucks. Security will have an officer at the marshalling yard to direct the trucks to the facility.

World's Fair Exhibition Hall Exhibitor Map and Directions to Marshalling Yard



Event Name _____

Event Move-Out Date _____

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 KCEC Loading Dock. The Marshalling Coordinator will then notify exhibitor when to report to Knoxville Convention/Exhibition Center Loading Dock.

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

Exhibitors – Thank you for your cooperation.
-WFEH Staff

DRIVING DIRECTIONS FROM WFEH TO BLACKSTOCK LOT

From the Loading Dock:
Take a right onto World's Fair Park Drive
At the four way stop, go straight. At the next stop sign continue straight to the red light. At the red light make a left turn going on the other side of the building onto Oak Avenue. Continue across bridge till stop sign. Make a left at the stop sign and left into Blackstock Ave.
Blackstock Parking Lot will be on your left. Go see the Marshalling Coordinator to get your number to line up.

DRIVING DIRECTIONS FROM BLACKSTOCK LOT TO WFEH

From the Blackstock Lot to the World's Fair Exhibition Hall:
From lot make a right turn onto Oak Avenue go across bridge. At red light make a hard right turn which is World's Fair Park Drive. Go straight through two stop signs. Make first left after second stop sign into the World's Fair Park loading dock.
If you are going to street access keep straight and marshaling guards will show you where to park in front of the WFEH.



Directions to Blackstock Lot
For Marshalling to the World's Fair Exhibition Hall

Interstate 40E:

Exit 387/17th Street

Cross 17th 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

1st traffic light, turn left onto Oak Avenue

Oak Avenue to Blackstock Avenue, turn left onto Blackstock Avenue

Blackstock Lot will be on the left; it is a fenced lot