



MOVE-IN INSTRUCTIONS

Knoxville Convention Center - Exhibit Halls A & B
Show Hours: Friday & Saturday 11 am - 7 pm
Sunday Noon - 6 pm

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Move-In Hours: **Wednesday Feb. 21, 2018 from 9:00 AM - 3:00 PM**
Thursday, Feb. 22, 2018 from 10:00 am - 5:00 PM

The 2018 News Sentinel Auto Show is located at the Knoxville Convention Center - Exhibit Halls A and B. **Please allow extra time for unloading at the loading dock as this area will be congested.** It is encouraged that you utilize your own carts and dollies to move in your exhibit materials. It is also encouraged that you bring the appropriate amount of employees or friends regarding assistance with move-in. Exhibitors may use the Knoxville Convention Center freight elevator to move-in show materials with carts or dollies.

If an exhibitor has not checked in by 5:00 PM on Thursday, Feb. 22 we will presume that you are not participating in the event and make the appropriate accommodations to fill that space on the show floor so that we may have a visually appealing event for our attendees. Please ensure that you make the appropriate accommodations to move-in and check-in in an orderly fashion. We want you to be prepared and successful! Thank you for your cooperation and we look forward to seeing you!

Parking: Please refer to page 2 for available parking areas, including the Poplar Lot and Public Parking Garages Downtown. Please note, there will be no shuttle service to any of the public parking areas. The entry to the loading dock is located on the Cumberland Av. side of the convention center. You will drive under the building to gain access to the loading dock for the Exhibit Hall.

MOVE-IN INFORMATION: The Knoxville Convention Center **Loading Dock** will be accessible to all exhibitors from 9:00 am - 3:00 p.m. on Wednesday, February 21 and from 9:00 am - 5:00 pm on Thursday, February 22. Exhibitors using the **Clinch or Cumberland Drop-off** may carry materials to the show floor via the stairs or the escalator and enter through the main entrance of the show. Carts are not allowed in either the regular elevators or the escalators. Those exhibitors that utilize the regular elevators with their carts or dollies may be subject to a fine from the Convention Center, and / or Show Management.

- Due to limited space at each loading zone, once you have removed all your items from your vehicle, please remove your car immediately from the loading zones and park your vehicle, so that we may move in all exhibitors in an efficient, swift and organized process. Please see the attached map for parking locations and directions.
- All U-hauls, box trucks or vehicles with 6 axles or more must move-in and move-out at the loading dock area, due to space restrictions at the Clinch and Cumberland Avenue Drop-off areas.
- **Report to the exhibitor check-in station, located on the show floor, to receive your exhibitor materials, including exhibitor badges. We are also happy to help you find your exhibit space and answer any other questions at this time.**
- All exhibitors must move-in on Thursday, February 22 by 5:00 PM. After 5:00 PM, access to the loading dock will not be available at all until the close of the show on Sunday; exhibitor move-out begins at 6:15 p.m., except for food and special deliveries arranged with show management ahead of time.

MOVE-OUT INFORMATION: Move-Out Hours: Sunday, February 26, 2017, 6:15 p.m. to 9:00 PM

- News Sentinel Auto Show show hours are 11 a.m. to 7 p.m. Friday - Saturday, February 23-24 and Sunday, February 25 from Noon- 6 pm. Move-out will begin at 6:15 p.m. and end at 9:00 PM. The show will be announced closed at 6:00 PM and Show Management and security will escort any remaining attendees out of the show floor at this time. Exhibitors are not allowed to break down their booth until all attendees have exited the show floor, at 6:15 p.m.. Exhibitors that break down their booth space before 6:15 p.m. will be subject to future non-participation in News Sentinel events, and may be subject to a penalty fine. See Official Terms and Conditions #7(g) on your exhibitor contract.
- All items must be removed from the Convention Center by Sunday, February 25, 2018, no later than 9:00 PM. Any items left after 9:00 PM are the responsibility of the exhibitor and the News Sentinel assumes no liability for items left on-site after 9:00 PM.

