

The Raleigh Convention Center requires a timed entry system for all conventions, exhibitions, and trade shows requiring use of the on-site loading dock for exhibitor move-in and move-out.

Clients are responsible for developing and managing their timed entry plan, in addition to updating exhibitor packets. This plan must be discussed with your assigned Event Manager/Coordinator no later than 30 days prior to your event. The following guidelines should be incorporated:

- Limit of 11 vehicles per one-hour time slot.
- Submit final exhibitor list with assigned time slots and/or zoned entry map to your Event Manager/ Coordinator at least 14 days prior to the event.
- The timed entry schedule must include timeline, booth name/ representative, vehicle type, booth number, and contact number.

Failure to implement or follow a timed entry system may result in additional charges (e.g., security fees). Please note that hand-carrying items around the perimeter of the building is not an acceptable alternative to a timed entry system.

## LOAD-IN/LOAD-OUT PROCEDURES

### LOAD-IN

- Please arrive promptly at your assigned load-in date and time.
- Use GPS to navigate to Red Hat Amphitheater address (adjacent to the Raleigh Convention Center) at 237 West Lenoir Street, Raleigh, NC 27601.
- Unload efficiently and remove your vehicle from the loading dock within 20 minutes.
- If the loading dock is full, you must circle the block until space becomes available (**do not park or stage on surrounding streets**).
- Parking is not permitted in the Red Hat Amphitheater. Paid parking is available in nearby garages, surface lots, and metered spaces surrounding the Raleigh Convention Center.
- After unloading, please re-enter the building through designated entrance to complete your setup.

### LOAD-OUT

- The loading dock roll-up doors will remain closed until all attendees have exited the exhibit halls.
- To expedite move-out, avoid using the loading dock when possible. If feasible, carry or wheel your items directly to your vehicle.
- If you must use the loading dock, please ensure your booth is completely packed before retrieving your vehicle. A loading dock pass must be obtained from a building representative prior to exiting the exhibit hall.
- Driving onto the show floor is strictly prohibited.
- If the loading dock is full, **do not park or stage on surrounding streets while waiting for access**. Please circle the area until space opens.