Raleigh Convention Center

EXHIBITOR DOCK POLICY

Updated 7-20

LOAD-IN

1. In order to enter the dock, vehicles will pull up at the backstage gate to Red Hat Amphitheater near the corner of Lenoir Street and Dawson Street. Upon arrival to the gate, security personnel will ask a series of questions to fill out a Dock Pass and confirm access. The Red Hat Amphitheater Gate Guard will then contact the Dock Entrance Guard via radio and request entrance. The RCC Dock Pass provided must be displayed on the vehicle's dash at all times when utilizing the Loading Dock.

2. Upon arrival at the Dock entrance the guard will assign a temporary unloading space and let the vehicle proceed.

3. THERE WILL BE NO PARKING OR STOPPING PERMITTED ON THE RAMPS FOR ANY REASON.

4. NO EXTENDED PARKING (OTHER THAN PREVIOUSLY APPROVED RCC STAFF) IS PERMITTED ANY-WHERE IN THE DOCK AT ANY TIME.

5. Exhibitors are encouraged to work in pairs, so one person is moving the vehicle while the second person is moving equipment/product to the booth.

6. Each exhibitor will be allowed 20 minutes in the dock from entrance to exit.

7. Upon arrival to the dock, exhibitor must move equipment/product directly to their assigned booth or to a staging area designated by show management or show decorator. The vehicle must then be moved out of the dock. Set up of the booth must happen after the vehicle has been moved.

8. Show Management is encouraged to provide volunteers to help move exhibitors to their booth.

9. There will be one Security Guard posted at the Red Hat Amphitheater Gate and one posted at the entrance to the dock, all others will be posted by the Dock Master.

10. Staging on Lenoir Street is not permitted. If the dock is full and entrance at the gate is not permitted, the vehicle must circle the block.

LOAD-OUT

1. Exhibitors must have all equipment/product packed and ready to load prior to retrieving their vehicle. In order to expedite the move-out process, Show Management is encouraged to inspect exhibitor booths prior to granting permission for vehicle retrieval.

2. Exhibitors will pull up to Red Hat Amphitheater Gate, answer questions as appropriate, and be issued a Dock Pass to display on the vehicle's dash to gain access.

3. The security guard at the dock entrance will communicate with the Dock Master to allow vehicles in as space allows.

4. 30 minutes is allowed for load-out, from entrance to exit.

5. Staging on Lenoir Street is not permitted. If the dock is full and entrance at the gate is not permitted, the vehicle must circle the block.