

RALEIGH CONVENTION CENTER LOADING DOCK ACCESS PROCEDURE

We strive hard to make your move in and move out experience a positive one. In order to ensure its success please coordinate all requirements for your move in/out with our Loading manager, James Hubbard (336-269-1589).

The loading dock entrance is located on the corner of Lenoir Street and Dawson Street. There is a large white sign at the entrance that reads **500 South Salisbury Street, Raleigh Convention Center Deliveries**

From I-40 take exit 298B (South Saunders Street) toward Downtown Raleigh. Turn right onto South Saunders Street. Stay in the right hand lane. South Saunders splits and the right lanes become McDowell Street. Turn left onto Lenoir Street and the loading dock will be just ahead on your right.

From Capital Blvd./ US 1/ North Raleigh: Take US 1 South into Raleigh. US 1 becomes Capital Blvd. coming into town. Stay on Capital Blvd., crossing over I-440 beltline. Capital Blvd. becomes Dawson Street as you approach downtown. Go 9 blocks south on Dawson Street. Turn left onto Lenoir Street and the loading dock will be immediately on your left.

Move in Procedure

Gate security will direct you to the loading dock. If the loading dock is full, you will be given a number and be asked to wait in Lot G until your number is called. The dock manager will greet you inside the loading dock and instruct you where to park and unload. Exhibitor should unload their vehicle, take their items to their booth, return to their vehicle and take it to the designated parking area and then return to their booth to unpack their items.

Move in/move out parking /staging

The dock manager controls all parking areas in and around the loading dock. The loading dock is shared with the Marriott hotel so parking is not permitted in or around the loading dock. Your event manager will work closely with you and the dock manager to coordinate your staging and/or parking requirements. Please speak with your event manager to coordinate the details of your move in/ move out.

Exhibitor /Truck Parking

The convention center does not have any free parking to offer. We do have a small parking lot (Lot G) that is available for large vehicles (trucks, trailers etc.) that are unable to access a parking deck. Lot G may be available for exhibitor parking if you do not have large vehicles or trailers to park. Lot G can accommodate 150 passenger size cars.

Load Out Procedure: Exhibitors should pack their booth first, retrieve their vehicle from its parking place, enter the loading dock gate (with the dock access pass) wait for instruction from the dock manager as to where to park to load their vehicle, load vehicle and exit the dock.