



2026 MOVE-IN INSTRUCTIONS

There are two ways to move in and out of the Raleigh Convention Center for our event: **Loading Dock Access** and **Street Level Access**. For move-in, **ALL EXHIBITORS** are assigned a time and access point based on their booth setup (those with large items, construction materials and heavy inventory have Loading Dock Access while those with lightweight booth setups have Street Level Access). **ALL EXHIBITORS,**

please check the Move-In Schedule for your assigned day and time and plan to arrive promptly.

NEW FOR 2026 – LOADING DOCK ACCESS: In past years, we have had a staging lot where you arrived to check in. This year, due to the construction of the new Red Hat Amphitheater, we do not have a staging lot. If you are assigned dock access, you will GPS straight to the gate behind the Red Hat Amphitheater and check-in there. To keep things running smoothly and prevent long waiting times for entry, it is important that you arrive at your designated day and time. You will have 20 minutes to unload your vehicle and move it out immediately to a parking area before returning to set up. There is no parking in the loading dock or on the ramp behind the Red Hat Amphitheater. **Please check the Move-In Schedule for your assigned day and time if you have Loading Dock Access. Those with Loading Dock Access GPS to: 237 W Lenoir St Raleigh, NC 27601**

Members of our staff will be stationed inside the dock to direct you to the appropriate unloading area based on your vehicle type and materials. A limited number of carts will be available at the loading dock for check-out to assist with unloading; we encourage you to bring your own dollies, hand trucks, or carts to speed up your move-in process.

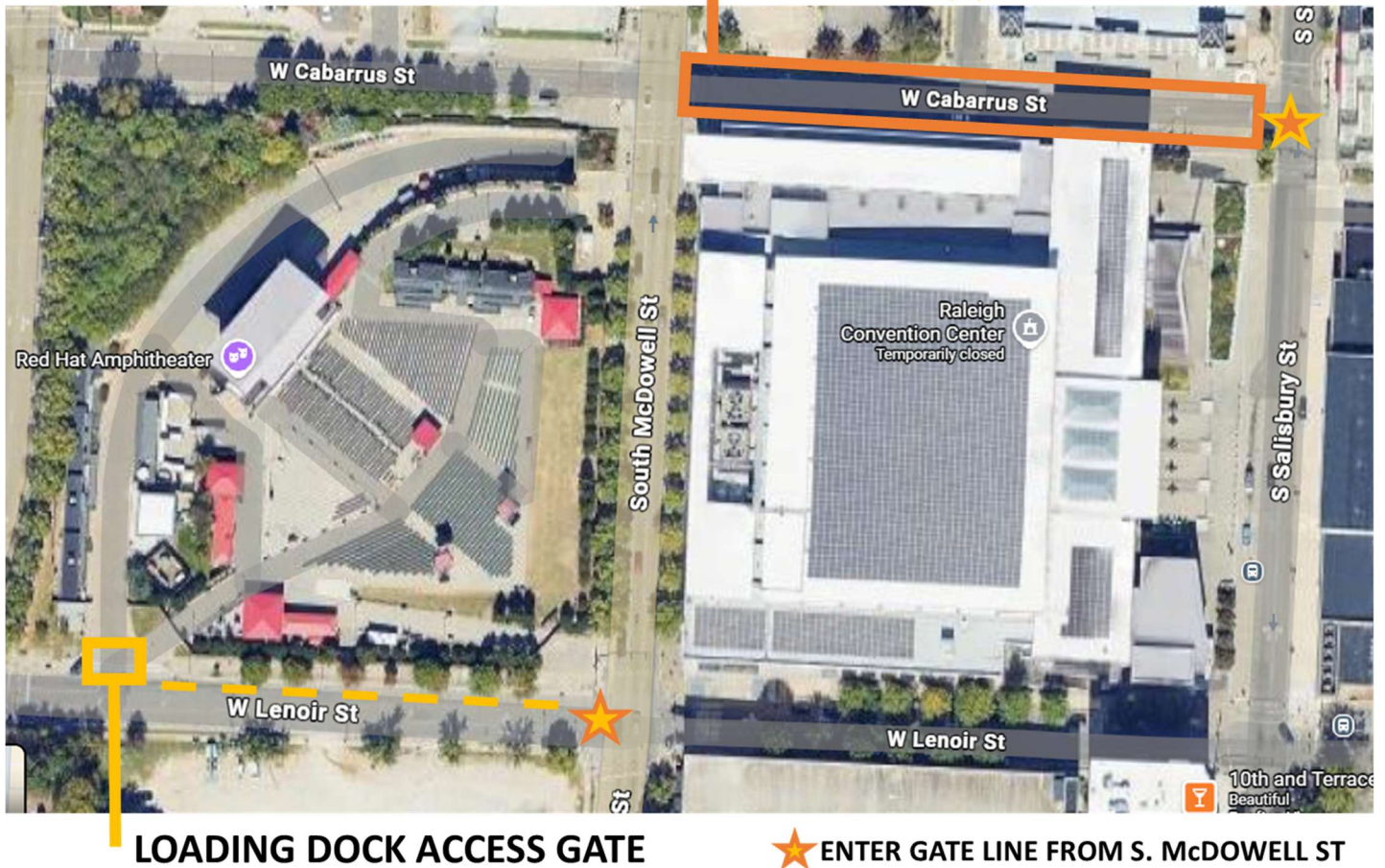
NEW FOR 2026 – STREET LEVEL ACCESS: In past years, we have not had a designated area to pull up and unload for street level access. This year, we are using the entire block of Cabarrus Street next to the Raleigh Convention Center for those moving in from street level access. We hope this helps create more safety and convenience for you!

On your assigned day and time, please GPS to the front of the Raleigh Convention Center and look for signs near the Cabarrus Street intersection to pull into the blocked-off street level loading area. You will have 30 minutes to unload your vehicle and move it out immediately to a parking area before returning to set up. There is no parking in the unloading area. The best way to unload your vehicle is to transport your items to the bottom of the hill on Cabarrus (to avoid stairs) and enter through the doors nearest the corner of Cabarrus St and McDowell St, especially if you are using a wagon, cart, or hand truck (which we encourage you to bring). There will be directional signs from the street to these doors as well as directional signs to the elevators to the show floor once you're inside. **Please check the Move-In Schedule for your assigned day and time if you have Street Level Access. Those with Street Level Access GPS to: Raleigh Convention Center 500 S Salisbury St Raleigh, NC 27601**

PARKING: Once you have unloaded your vehicle, if you need to park there is paid parking available surrounding the Raleigh Convention Center via metered street parking, paid garages, and limited open air lots (do not park in Lot G at the corner of W South St and S Dawson St). Due to construction downtown, some open lots that were available in prior years may be under recent development. Please plan ahead and observe all posted signs regarding parking as towing downtown is strictly enforced. **[CONTINUES ON FOLLOWING PAGE]**

MOVE-IN ACCESS MAP:

STREET LEVEL ACCESS LOADING AREA



★ ENTER FROM S. SALISBURY ST

LOADING DOCK ACCESS GATE

★ ENTER GATE LINE FROM S. McDOWELL ST

SETUP: Once you are moved in on your assigned date and time, setup is as follows.

- **Tuesday 1/20/26:** 400 sq. ft. and larger booths ONLY as assigned on the Move-In Schedule (setup is open until 5pm for these booths only).
- **Wednesday 1/21/26 & Thursday 1/22/26:** Move-in times are assigned starting at 8:00am on the Move-In Schedule. Once you are moved in, you may walk in and out of the Raleigh Convention Center doors until 7pm, at which time they will lock as you exit. You may stay inside until 9pm setting up but there is no re-entry after 7pm.

GENERAL MOVE-IN NOTES:

- All accounts must be paid in full prior to move-in. No exceptions. Checks will not be accepted less than ten days prior to move-in.
- No one under the age of 16 is permitted in the halls or dock areas during move-in/out for their safety.
- All exhibits must be show-ready on Thursday night by 9pm. There is no Friday morning move-in.

QUESTIONS: If you have questions, please contact a member of our show team. Thank you in advance for your patience, preparation, and cooperation with our procedures. Our team strives to organize this process with everyone's safety, convenience, and valuable time in mind while conforming to venue rules, city street ordinances, as well as ongoing Downtown Raleigh development. We appreciate you exhibiting with us!