

# DUKE ENERGY CONVENTION CENTER

## LOADING DOCK INSTRUCTIONS



The Duke Energy Convention Center loading dock is located on the 6<sup>th</sup> Street side of the center.

- Upon arrival, the exhibitor will pull up to the entry door and be greeted by a DECC agent. The agent will fill out a dock pass with: date, the current time, event name, booth #/company name, and driver name and cell #.
- The driver will be instructed to place the pass in the driver side front windshield to be easily seen from the exterior of the car, and then will be directed to a specific bay.
- DECC agents will periodically make rounds to check these passes to ensure they have not been on-site in excess of fifteen (15) minutes. Drivers would be contacted by the agent either in person or by cell and asked to remove their vehicle if over their time limit. Additional time will be provided based on delivery requirements.
- The convention center does not own and flatbeds or carts. Please instruct exhibitors to bring their own with them.