



2017 FLOOR SPACE CONTRACT

Show Dates and Hours: Friday, Feb. 24 - Saturday, Feb. 25, 2017 • 11:00 am - 7:00 pm
Sunday, Feb. 26, 2017 • Noon - 6:00 pm

Event Location: Knoxville Convention Center, 701 Henley Street, Knoxville, TN 37921

Contract Deadline: Complete and return by Friday, December 23, 2016.

Send Contracts to: autoshow@knoxnews.com **or mail contracts to:**

News Sentinel Auto Show, Attn: Angie Howell, 2332 News Sentinel Drive, Knoxville, TN 37921

Event Contact Angie Howell Phone: 865-342-6870 Fax: 865-342-6898 Email: autoshow@knoxnews.com.com

Date Received _____

Account Exec _____

Account # _____

Deposit _____

Total Cost _____

FEB. 24-26, 2017
KNOXVILLE CONVENTION CENTER

Exhibit Floor Space: _____ sq. ft. at \$3.68 per sq. ft. = \$ _____

Carpet and vacuuming are included in the rate. Please note this does not include charges for drayage/shipping for the event. In addition all labor for event installation / dismantle must be provided by the Knoxville News Sentinel, excluding the on-site supervisor. Please refer to the exhibit services booklet for more information regarding these services.

EXHIBIT SPACE SHOULD BE BILLED TO:

Company: _____ Contact Name: _____ Account #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

CONTACT INFORMATION FOR EXHIBIT COMPANY:

Czarnowski EWI Worldwide George P. Johnson Derse Sho-Link Other, please list company name below.

Company: _____ Contact Name: _____ Account #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SPECIAL SECTION ADVERTISING:

Special Section Ad Size Full-Page/ Full-Color \$ _____ 1/2 Page/ Full-Color \$ _____

Section Ad should be billed to: _____ Contact Name: _____ Account #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

We agree to purchase an advertisement, minimum size of 1/2 page, in the Auto Show 2017 Special Section/ Show Program, which will run in the Knoxville News Sentinel on Sunday, February 19, 2017. The Auto Show Special Section/ Show Program will be distributed to print and online readers in East Tennessee and will be distributed to show attendees. We agree to abide by the terms and conditions set forth on the reverse side, hereon which form part of this agreement between our firm (Exhibitor) and the Knoxville News Sentinel (Show Producer).

Terms and conditions read and accepted by: _____

(Signature of Authorized Agent or Exhibitor)

2017 AUTO SHOW TERMS AND CONDITIONS

1. **STATEMENT OF POLICY:** The News Sentinel reserves the right to determine the eligibility of any Company or Product to exhibit in the Event and the right to reject any application and/or limit the space assigned to any one Exhibitor. All Exhibitors are equal regardless of size and should be given equal opportunity, within reason, to present their product or service in the most effective manner to the audience. We ask you to be a "good neighbor" and remember, we want you to be successful.
2. **CONTRACT CONDITIONS:** The following contract conditions have been formulated for the protection and best interests of all concerned. As such, the terms and conditions shall apply to and be in effect among the Knoxville News Sentinel ("Sentinel"), the City of Knoxville, SMG, the Knoxville Convention Center ("Venue"), and any Exhibitor whose application is received and to whom space is rented. All points not covered are subject to the decision of the Sentinel.
3. **DEFINITIONS:** As used herein 'Sponsors' mean the Sentinel and Co-sponsors. 'Exhibit Management' means the Sentinel Exhibit Managers. 'Exhibitor' means the person or firm on whose behalf space is rented and all persons working the booth space. 'Landlord' means the Venue. 'Exhibitor Service' means any official supporter so named by the Exhibit Managers to act in the capacity. 'Event' means the News Sentinel Auto Show to take place from 2/21/17 to 2/27/17.
4. **LIABILITY:** All Exhibitors must provide a certificate of insurance evidencing general liability coverage with minimum limits of \$1,000,000 per occurrence and workers' compensation coverage with statutory limits. Knoxville News Sentinel, City of Knoxville and Knoxville Convention Center must be named additional insured under general liability. Exhibitor agrees to make no claim for any reason against the News Sentinel, the City of Knoxville, or Knoxville Convention Center for loss, theft or damage of goods, nor for any injury arising in any way from Exhibitors, its employees, agents or contractors participation in the Show. Exhibitor agrees to indemnify, defend and hold the Knoxville News Sentinel, the City of Knoxville, and Knoxville Convention Center harmless from and against any and all claims for loss, injury or damage arising in any way out of Exhibitor's, its employees, agents or contractors participation in the Show. Exhibitor agrees to submit to the News Sentinel prior to the Auto Show and no later than Friday, February 3, 2017, a certificate of insurance evidencing its Workers' Compensation insurance coverage with statutory limits and its general liability insurance coverage with an occurrence form and combined single limit of not less than \$1,000,000 per occurrence. Such certificate must name News Sentinel, the City of Knoxville, the Knoxville Convention Center, SMG, Co-Sponsors, and their directors, officers, employees and agents as additionally insured under general liability from February 21 - February 27, 2017. These dates include Exhibitor move-in, general public admittance and Exhibitor move-out days. The exhibitor and their insurance shall have no right of recovery or subrogation against the News Sentinel, The City or Knoxville Convention Center.
5. **PAYMENT:** An Exhibitor/ Advertiser/ Sponsor that has an advertising account with the Sentinel in good credit standing will be billed for their event or sponsorship package in the month of the event and payment is due under the terms and conditions of the existing advertising account. Customers that do not have an advertising account or do not have adequate credit terms with Knoxville News Sentinel must pay in full. Any other terms must be specified on the face on this contract. Exhibitor/ Advertiser/ Sponsor agrees to pay reasonable attorney fees and court costs plus interest on account if judgment is obtained in the collection of the delinquent account.
6. **USE OF SPACE AND SOLICITATION IN THE VENUE:** Manufacturers or distributors exhibiting shall not sell direct to the consumer. The aisles and other spaces in the Venue not leased to Exhibitors shall be under control of Exhibit Management. All displays, interviews, conferences, distribution of literature, lectures, and transactions of business of any nature whatsoever shall be made inside the space contracted for. The exhibitor agrees to only display manufacturer names, logos and branding material on the floor of the 2017 News Sentinel Auto Show. To preserve the integrity of the no-sales pressure environment at the show, the News Sentinel Auto Show prohibits all local or dealer specific company names, logos and other branding materials to be displayed on the show floor and/or on the show floor vehicles. Exhibit Management must approve show materials, raffles, drawings or contests by Exhibitor. Standing in the aisles or in front of exhibit booths of other Exhibitors or the intercepting of those attending for advertising purposes is strictly prohibited. Sideshow tactics or any undignified methods of attracting attention will not be permitted. (Note: No person or persons other than Exhibitors will be permitted to conduct business in the Venue without authorized permission from the Exhibit Management. Violators will be escorted from the premises of the Venue and are subject to a penalty fine. The Management asks that all Exhibitors abide by the set rules and regulations and to report any known violators to the management for disciplinary action.)
 - (a) **Noise-Making Devices:** Exhibits which include the operation of instruments, radios, talking motion pictures, public address systems or any noise-making machines must be conducted or arranged that the noise resulting from the demonstration will not annoy or disturb adjacent Exhibitors. Exhibit space must be large enough to contain a reasonable size audience. No musical instruments may be played unless authorized.
 - (b) **Care of Building and Equipment:** Exhibitors or their agents shall not injure or deface the walls of the building, the booths, or the equipment of the booths. Exhibitors are forbidden to drive tacks, nails or screws into the walls or woodwork. When such damage appears, the Exhibitor is liable to the owner of the property damaged.
 - (c) **Fire Prevention:** All booth decorations must be flameproof and all hanging or draped items/ materials must clear the floor. Electrical wiring must conform to the National Electrical Code Safety Rules. If inspectors indicate that any Exhibitor has neglected to comply with these regulations or otherwise incurs fire hazard, the right is reserved to cancel all or such part of his exhibit as may be irregular. City fire regulations must be observed. All fabrics decorative or otherwise must be flame-proofed in accordance with fire prevention requirements of Cities of Knoxville and Maryville, TN.
 - (d) **Safety Precautions:** Exhibitors shall take precautions for the safety of their personnel, other Exhibitors and all other persons upon the premises, and shall comply with all applicable provisions of Federal, State and Municipal safety laws, building codes and ordinances.
 - (e) **Maintenance Of Booth Space:** Exhibitors shall keep their booth space clean and orderly at all times and shall not engage in activity which would unduly interfere with visitors or other Exhibitors, or would be in violation of law, regulation or ordinances.
 - (f) **No Assignment Or Subletting:** Exhibitors shall not assign or sublet any space rented by them, nor shall they in any way represent, exhibit, solicit, demonstrate or advertise on behalf of any person or manufacturer merchandise, equipment or services unless such merchandise, equipment or services is sold, distributed or provided on a continuing basis by the Exhibitor. Exhibitor will be fined \$500 per violation.
7. **CANCELLATION OR WITHDRAWAL:** Cancellation of space and services refund is subject to the following conditions: Exhibitor shall give written notice of cancellation. If written notice is received 60 or more days prior to Show opening, and if space is resold, total money (less a 15% service charge) will be refunded to Exhibitor for floor space and services. In the event the space is not resold, and providing cancellation is received 60 or more days prior to Show opening, the Exhibitor shall be entitled to a 50% refund of money paid for assigned floor space and exhibit services, less a 15% service charge. Cancellations between show opening date and 59 days prior are non-refundable.
8. **TERMINATION OF SHOW:** If Show Producer determines that the premises where the Show is to be held have become unfit for occupancy, or if the premises are materially interfered with by reason of strike, embargo, injunction, act of war, act of God, and other emergency or any act or event not the fault of Show Producer, this agreement may be terminated by Show Producer. In the event of such termination, the Exhibitor waives any and all damages and agrees that Show Producer may, after deducting all costs and expenses including a reserve for claims, refund to the Exhibitor as and for complete settlement and discharge of said Exhibitor's claims and demands his pro-rata amount of all monies paid by all Exhibitors.
9. **EXHIBITS:** No Exhibitor may dismantle his exhibit until after the closing hour of the Show, at 6:15 pm on Sunday, February 26, 2017. The Exhibitor shall properly staff and exhibit during Show hours. Exhibitor personnel must be properly clothed. Exhibitors are liable for any damage caused to building walls, floors or column or to other Exhibitor's space.
10. **LABOR/ DRAYAGE/FORKLIFT:** All services must be provided through the show producer, the Knoxville News Sentinel.
11. **BOOTH MATERIALS & SHOW SERVICES:** Booth decorations, furniture, signs, phone and electrical connections are available to the Exhibitor through independent contractors. All orders are to be paid in advance .

CERTIFICATE OF INSURANCE IS REQUIRED FOR NEWS SENTINEL AUTO SHOW EXHIBITORS

Please provide the following document to the Knoxville News Sentinel for your Auto Show exhibit space. This is a required document that is detailed on your Auto Show exhibit space contract

You will need to contact your insurance company and request a Certificate of Insurance with Additionally Insured on it and send via **fax, mail or e-mailed (preferred) to Angie Howell** (see contact information below). **This document needs to be received by Friday, January 27, 2017** to ensure your space is reserved at the News Sentinel Auto Show. See the next page for a sample document.

Please provide the following paragraph to the insurance company.

"Exhibitor agrees to submit to the Knoxville News Sentinel prior to the Auto Show and no later than Friday, January 27, 2017, a certificate of insurance evidencing its Workers' Compensation insurance coverage with statutory limits and its general liability insurance coverage with an occurrence form and combined single limit of not less than \$1,000,000 per occurrence. Such certificate must name Knoxville News Sentinel, the City of Knoxville, the Knoxville Convention Center, SMG, Co-Sponsors, and their directors, officers, employees and agents as additionally insured under general liability from February 21 - February 27, 2017. These dates include Exhibitor move-in, general public admittance and Exhibitor move-out days."

DEALERSHIP BRANDING & PROMOTION:

The News Sentinel will provide each manufacturer with one sign listing all participating dealerships. In order to provide a no sales pressure atmosphere for our attendees, individual local dealership signs of any kind are not allowed.

License plates may not have a dealer name on them. No signs are to be placed on vehicles (i.e. sold, show special, etc.) Business cards are not allowed on windshields or anywhere on vehicles. Thank you for your cooperation. If you have any questions about our promotions policy, please contact Angie Howell, 865-342-6870.

CAR DELIVERY / REMOVAL

CAR MOVE-IN:

- Wednesday, Feb. 22, 2017 from 3:00 pm - 6:00 pm* Car move-in for back of show floor only
- Thursday, Feb. 23, 2017 from 8:00 am - 6:00 pm* Car move-in for front of show floor and spaces located in front of loading dock.
- We will send out a finalized delivery schedule to the contact person listed on the Car Delivery Form on pg. 24 -26 of the Exhibit Services Booklet by Friday, Feb. 10, 2017.

In order to ensure that the move-in process proceeds as smoothly and as quickly as possible, please provide the name of the person who will be coordinating the arrival of all cars to be delivered to the show on the Car Delivery Form on pg. 25 of the Exhibit Services Booklet. Cars will be moved onto the show floor Wednesday, February 22, 2017 starting at 3:00 pm for the back of the show floor only.

***FOR THE PROTECTION OF THE VEHICLES AS WELL AS TO INSURE DISPLAY ASSEMBLY IS COMPLETE, NO VEHICLES WILL BE ALLOWED TO ENTER THE CONVENTION CENTER BEFORE 3:00 PM ON 2/22/17, PENDING COMPLETED DISPLAY CONSTRUCTION.**

MANDATORY FORMS ON PAGES 24-26 OF EXHIBIT SERVICES BOOKLET

CAR REMOVAL:

- Sunday, Feb. 26, 2017 from 6:15 pm - 7:30 pm

After the show closes on Sunday, all vehicles must be removed from the show floor by 7:30 pm, Sunday, Feb. 26, 2017 and taken to either the Blackstock holding lot or the dealership so crates may be brought to the floor of the Convention Center. If the Knoxville News Sentinel will be removing your cars please complete the form on pages 24 - 26 of the Exhibit Service Booklet.

- Each dealership/ manufacturer is responsible for making arrangements for connecting batteries and removing cars from the show floor.
- All cars must be picked-up at the Blackstock Marshaling Lot (holding) by noon on Monday, February 27, 2017.

VEHICLE KEYS:

Keys to all vehicles need to be left in the Show Office. All vehicles must be open during show hours. A key checkout system will be in place for authorized personnel during show hours and move-out.

Angie Howell, Brand Manager

Knoxville News Sentinel

2332 News Sentinel Drive, Knoxville, TN 37921

Office: (865) 342-6870

Cell: (865) 216-4241

E-mail: AutoShow@knoxnews.com

SAMPLE INSURANCE FORM

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC INSURANCE AGENCY 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 5555-1234 ext. 1234		CONTACT NAME: PHONE (A/C. No. Ext): (XXX) XXX-XXXX FAX (A/C. No.): (XXX) XXX-XXXX	
INSURED INSERT COMPANY NAME COMPANY ADDRESS 1234 CORPORATE LANE New York, NY 10895 ATTN: JOE SMITH PHONE: (123) 555-1234 FAX: (123) 555-1122		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
		INSURER A: XXXXX XXXXX 111111	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 570058956465** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			000P993298-A11	01/01/16	01/01/17	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			000P993298-A11	01/01/16	01/01/17	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			000P993298-A11	01/01/16	01/01/17	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	000P993298-A11	01/01/16	01/01/17	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$3,000,000 E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Knoxville News Sentinel, the City of Knoxville, the Knoxville Convention Center, SMG, Co-Sponsors, and their directors, officers, employees and agents as additionally insured under general liability from February 23 - February 29, 2016.

These dates include exhibitor move-in, general public admittance and exhibitor move-out days.

CERTIFICATE HOLDER Knoxville News Sentinel 2332 News Sentinel Drive Knoxville TN 37921	CANCELLATION Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail, 30 days written notice to the certificate holder named to the AUTHORIZED REPRESENTATIVE John Smith John Smith, CIC
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1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Contractors Information in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: Knoxville News Sentinel, the City of Knoxville, the Knoxville Convention Center, SMG, Co-Sponsors, and their directors, officers, employees and agents as additionally insured under general liability from February 21 - February 27, 2017. These dates include Exhibitor move-in, general public admittance and Exhibitor move-out days.
6. CERTIFICATE HOLDER: Knoxville News Sentinel, 2332 News Sentinel Drive, Knoxville TN 37921
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of exhibitor move-in.
8. POLICY EXPIRATION DATE: Must be on or after the last day of exhibitor move-out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Contractors Information in this exhibitor manual).
10. NOTICE OF CANCELLATION: 30 days notice must be provided.
11. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

Holder Identifier: 570058956465
Certificate No.: 570058956465