

# **Car Delivery / Removal**

## **ATTENTION!**

### **CAR DELIVERY**

An official delivery schedule will be provided by show management by Friday, February 10, 2017.

**Wednesday, Feb. 22, 2017 from 3 PM - 6 PM**

**CAR MOVE-IN FOR BACK OF SHOW FLOOR ONLY!**

**THURSDAY, Feb. 23, 2017 from 8 AM - 6 PM**

**CAR MOVE-IN FOR FRONT OF SHOW FLOOR AND SPACES LOCATED NEAR LOADING DOCKS!**

### **CAR REMOVAL**

**All cars must be removed from the show floor between 6:15 pm - 7:30 pm on Sunday, Feb. 26, 2017**

# MANDATORY FORM

Forms can be downloaded at [knoxautoshow.com](http://knoxautoshow.com)

**Car Delivery Form**  
\*Form deadline: Friday, January 6, 2017

22  
of 28

**Car Delivery Form**

**2017 News Sentinel Auto Show**

Return to: Knoxville News Sentinel Auto Show • 2332 News Sentinel Drive, Knoxville, TN 37921  
Email: [AutoShow@knoxnews.com](mailto:AutoShow@knoxnews.com) • fax: (865) 342-6898 • phone: (865) 342-6870

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. 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. We will send out a finalized delivery schedule to the contact person listed by Friday, February 10, 2017.

## Car Move-in:

Wednesday, February 22, 2017 from 3:00 pm - 6:00 pm\* Car move-in for back of show floor only

Thursday, February 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.

\*Vehicles will **NOT** be allowed on the show floor until **ALL** setup is complete. **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 WEDNESDAY, FEBRUARY 22, 2017.**

Car Delivery Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Dealership: \_\_\_\_\_

Number of cars to be delivered: \_\_\_\_\_

Will this person also remove the cars from the show floor on Sunday, February 26, 2017 at 6:15 pm?

\_\_\_\_\_ YES \_\_\_\_\_ No

**IF NO PLEASE LIST WHO WILL BE RESPONSIBLE FOR THE CAR REMOVAL SUNDAY, FEBRUARY 26, 2017 AT 6:15 PM:**

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Additional Driver / Contact Names: \_\_\_\_\_

Contact person will be the only person capable of picking up the vehicles keys from the News Sentinel Service Desk on Sunday. After the show closes on Sunday, all vehicles must be removed from the show floor by 7:30 pm, Sunday, February 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. Each dealership/ manufacturer is responsible for making arrangements for connecting batteries and removing cars from the show floor.

If the Knoxville News Sentinel will be removing your cars  
please complete the form on page 27 of the Exhibit Service Booklet

**All cars must be picked-up at the Blackstock Marshaling Lot (holding) by noon on Monday, February 27, 2017**

# MANDATORY FORM

Forms can be downloaded at [knoxautoshow.com](http://knoxautoshow.com)

## Car Removal Services Form

\*Form deadline: January 6, 2017

23  
of 28

**Car Removal Services**

**2017 News Sentinel Auto Show**

Return to: Knoxville News Sentinel Auto Show • 2332 News Sentinel Drive, Knoxville, TN 37921  
Email: [AutoShow@knoxnews.com](mailto:AutoShow@knoxnews.com) • fax: (865) 342-6898 • phone: (865) 342-6870

**If you would like to have the News Sentinel Service Center make arrangements for connecting batteries and moving cars from the show floor to the Blackstock holding lot, please indicate below. The fee for this service is \$25 per car if pre-ordered by form deadline, or \$35 if ordered on-site.**

Company Name: \_\_\_\_\_

Manufacturer Representing: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Contact's E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact's E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

After the show closes on Sunday, **all vehicles must be removed from the show floor by 7:30 pm, Sunday, February 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. **Each dealership/manufacturer is responsible for making arrangements for connecting batteries and removing cars from the show floor.**

Number of Cars to be removed: \_\_\_\_\_

Contact person for day of Move-out: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Keys for cars moved to the holding lot will be secured by the News Sentinel Service Center until Monday pick-up. Each dealer/ manufacturer must provide the name and phone number of the person responsible for picking up the cars.

Bill to: \_\_\_\_\_ Manufacturer \_\_\_\_\_ Exhibit Company \_\_\_\_\_ Dealership

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**All cars must be picked-up at the Blackstock Marshaling Lot (holding) by noon on Monday, February 27, 2017.**