

# MANDATORY FORM

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

## Labor Services Form

\*Form deadline: Friday, January 6, 2017

20  
of 28

Labor Services 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

Company Name: \_\_\_\_\_ Manufacturer Representing: \_\_\_\_\_

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

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

- Straight Time: Monday - Friday: 8:00 am - 7:00 pm; (exception Sunday, February 26, 6:00 pm - 10:00 pm)
- Overtime Time: Monday - Friday: 7:01 pm - 7:59 am, all day Sat.-Sun., Holidays and Monday, Feb. 27 after 12:01 pm  
**Overtime rate is an additional 25% surcharge on on-site pricing** (exception Sun., Feb. 26, 6:00 pm - 10:00 pm will be straight time)
- **On-site prices of a 25% surcharge will apply to all labor orders placed after the deadline and on-site.**
- Start time guaranteed only at start of working day. Labor services will not begin until 1 pm Tuesday, February 21, 2017
- Two hour minimum - labor thereafter is charged in (1) hour increments. Exception is Sunday 2/26/17, 4 hour minimum required.
- There is a two-hour minimum charge per man if cancelled without a 24-hour notice.
- Supervision of all labor is required.
- Signature of on-site supervisor will be on all completed work orders for verification of labor hours.
- The exhibitor representative must check-in at the labor desk to pick up labor order and must check-out at the labor desk upon completion to sign and verify labor hours.
- The News Sentinel can provide exhibit on-site supervision, see rates below.

Labor Services	Advance Price	On-Site Price
Supervisor Services	\$200.00 per hour	\$250.00 per hour
Labor Services	\$58 per hour	\$72.50 per hour

\* If ordering Supervisor services, we must have your exhibit layout/ plan by Friday, January 27, 2017.

### LABOR SUPERVISOR FOR INSTALLATION AND DISMANTLE

**Contact for exhibitor provided supervisor:** (Supervisor must check-in at the service desk to pick up labor)

Installation Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dismantle Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Do you need the News Sentinel to provided a supervisor: \_\_\_\_\_ NO \_\_\_\_\_ YES (If yes, please complete the information below)

Date	Start Time	Total Hours	Hourly Rate	Estimated Total Cost	Date	Start Time	Total Hours	Hourly Rate	Estimated Total Cost
		X		\$			X		\$
		X		\$			X		\$
<b>Total Installation Supervisor</b>				<b>\$</b>	<b>Total Dismantle Supervisor</b>				<b>\$</b>

### INSTALLATION LABOR

Date	Start Time	# People	Approx. Hrs Per Person	Total Hours	Hourly Rate	Estimated Total Cost
		X	=	X	=	\$
		X	=	X	=	\$
		X	=	X	=	\$
<b>Total Installation Labor</b>						<b>\$</b>

### DISMANTLE LABOR

Date	Start Time	# People	Approx. Hrs Per Person	Total Hours	Hourly Rate	Estimated Total Cost
		X	=	X	=	\$
		X	=	X	=	\$
<b>Total Dismantle Labor</b>						<b>\$</b>