

# **Material Handling & Drayage**

## **ATTENTION!**

**No materials may be delivered  
to the show site before  
10 am Tuesday, Feb. 21, 2017**

# MANDATORY FORM

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

# MATERIAL HANDLING / DRAYAGE / INBOUND SHIPPING ORDER FORM

\*Form deadline: Friday, January 6, 2017

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 for Shipping Questions: \_\_\_\_\_

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

## DRAYAGE / INBOUND SHIPPING INFORMATION - COMPLETE ALL ITEMS ON THIS FORM

Freight will be shipped to \_\_\_\_\_ Warehouse *(Deliveries will be accepted between 2/6/17 - 2/17/17 Mon - Fri 9 - 4 pm)*  
 \_\_\_\_\_ Show Site *(cannot be delivered before 10:00 am Tues., Feb. 21, 2017)*

Shipment Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Total #: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Machinery

Total Weight of shipment: \_\_\_\_\_

Number of trucks, in each categories to be used:

\_\_\_\_\_ Van Line \_\_\_\_\_ Common Carrier \_\_\_\_\_ Flatbed \_\_\_\_\_ Co. Truck

**TOTAL NUMBER OF TRUCKS:** \_\_\_\_\_

**CARRIER NAMES:** \_\_\_\_\_

Description	Price per cwt (pre-order)	Price per cwt (on-site)
Shipment to Warehouse .....	\$ 43.70	\$ 54.63
Shipment to Show Site .....	\$ 38.00	\$ 47.50

Number of Deliveries	# Crates	Total Weight	Adjusted Weight	CWT Rate	Estimate Total Cost
		÷ 100 =	x	=	\$
		÷ 100 =	x	=	\$

**Tips to save on Material Handling & Drayage**

- Consolidate shipments - Added benefit! Your shipments are less likely to get misplaced if they are packaged together with larger items.
- ALL materials must be delivered either to the Warehouse or to the Knoxville Convention Center. Packages delivered to the Knoxville News Sentinel Offices may be subject to refusal or additional fees.

<b>Total</b>	\$
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- **Warehouse Pre-Order Pricing:** Items shipped to our warehouse are charged a pre-show storage fee and transportation fee of \$43.70 per cwt. for pre-show orders. **On-Site Pricing:** Orders received after the deadline are charged \$54.63, a 25% surcharge.
- **Show Site Pre-Order Pricing:** Cost for Material Handling/ Drayage is a flat \$38.00 per cwt. for pre-show orders shipped to the show site and received by the pre-show ordering deadline. **On-Site Pricing:** Orders received after the deadline are charged \$47.50, a 25% surcharge.
- **Late Fees:** If primary freight required for show setup does not arrive by 12:00 pm on 2/22/17, you will be subject to a late fee, an additional 15% surcharge based on the on-site price per cwt, as this may effect the opening of the show. Items delivered or scheduled for shipment outside of set straight time hours are also subject to the late fee of an additional 15% surcharge to the on-site pricing.
- **Straight Time:** **Monday - Friday: 8:00 am - 7:00 pm;** For ship to show site only.  
Exception is Sunday, February 26, 2017, straight time will be 6:00 pm -10:00 pm only.
- **Overtime Time:** **Monday - Friday: 7:01 pm -7:59 am, all day Saturday, Sunday, & Holidays;** For ship to show site only. Exception is Sunday, February 26, 2017, 6:00 pm-10:00 pm only.

**We must have your exhibit layout/ plan by Friday, January 27, 2017.**

# Knoxville News Sentinel Auto Show

Knoxville Convention Center, 701 Henley Street  
Knoxville, TN 37902

## Shipping Information

**MANDATORY FORM**  
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**OUTBOUND SHIPPING FORM**  
\*Form deadline: Friday, February 6, 2017

Every outbound shipment will require a Bill of Lading and Shipping Labels. We will have these prepared in advance. Please complete this form and return by the deadline. Your show site manager can pick up your pre-ordered bill of lading and labels at the Service Center when they check-in.

Total # Packages

Carrier Name: \_\_\_\_\_ Carrier Type: \_\_\_\_\_ Carrier Phone: \_\_\_\_\_

FROM		TO	
Name	Knoxville News Sentinel Auto Show	Name	
	Knoxville Convention Center, 701 Henley Street	Company	
	Knoxville, TN 37902	Street	
Date		City, State	
Dept	Show Management	Zip Code	

Number of Packages	Kind of Package, Description of Articles, Special Marks, and Exceptions	Weight (Subject to Change)	Serial Numbers

Shipping Instructions		For Shipping Use Only	
Check One	Payment	Method	Date
<input type="checkbox"/> Next Day	<input type="checkbox"/> Shipper	Bill No.	Shipped By
<input type="checkbox"/> Second Day	<input type="checkbox"/> Recipient	Ship. Cost	Dept. Chgd
<input type="checkbox"/> Routine	<input type="checkbox"/> Third Party		
	<input type="checkbox"/> COD Amt Due		
Delivered by		Date	
Received by		Date	# Boxes

COMMENTS