

# Quick Facts: Show Schedule

## Exhibit Set-up

**ATTENTION! There will be no deliveries available on Monday, February 20, 2017 at the Knoxville Convention Center!**

### Freight Delivery:

Tues., February 21, 2017 10:00 am - 7:00 pm

### Floor Setup:

Tues., February 21, 2017 1:00 pm - 7:00 pm

Wed., February 22, 2017 8:00 am - 7:00 pm

Thurs., February 23, 2017 8:00 am - 7:00 pm

Any labor scheduled outside of these time frames will be considered overtime.

**Exhibitor set-up must be complete by 7 pm on Thursday, February 23, 2017**

## Material Handling / Drayage

- **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.

**Warehouse 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. **Show Site 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 incur a late fee of **an additional 15% surcharge** 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 a late fee of an additional 15% surcharge on the on-site price per cwt.*

## Labor Pricing & Overtime Hours:

- Straight Time: Monday - Friday: 8:00 am - 7:00 pm;  
Sunday, Feb. 26: 6:00 pm - 10:00 pm

- Overtime Time: Monday - Friday: 7:01 pm - 7:59 am,  
Sun., Feb. 26 from 10:01 pm - 7:59 am  
Mon., Feb. 27 from 12:01 pm - 7:59 am  
All other Saturdays, Sundays & Holidays

- *Labor Services* Advance Price \$58 per hr.
- *Supervisor Services* Advance Price \$200.00 per hr.
- *Fork Lift Services* Advance Price \$98 per hr.

For more details refer to pages 21-22, Overtime rate is an additional 25% surcharge on on-site pricing

## Car Delivery / Removal:

- **Manufacturer Car Delivery:**

**Back of Show Floor ONLY- Wed., Feb. 22 from 3:00 pm - 6:00 pm.**

**Front of Show Floor - Thurs., Feb. 23 at 8:00 am.**

- A final car delivery schedule will be provided by Friday, February 10, 2017.

- Car Removal will be Sunday, Feb. 26 at 6:15 pm. All Cars must be removed from the show floor by no later than 7:30 pm on Sunday.

- For more details refer to pages 24 - 26

**CARS CANNOT BE STORED OR STAGED AT THE POPLAR PARKING LOT. ALL CARS MUST BE TAKEN TO BLACKSTOCK MARSHALING LOT (HOLDING) FOR ARRIVAL AND REMOVAL.**

## Exhibit Show Hours\*

Fri., February 24, 2017 • 11:00 am - 7:00 pm

Sat., February 25, 2017 • 11:00 am - 7:00 pm

Sun. February 26, 2017 • Noon - 6:00 pm

\*(There will NOT be a Preview Party)

## Exhibit Move-out

### Move-out Begins:

Sun., February 26, 2017 • 6:15 pm - 10:00 pm

All cars must be removed from the show floor by 7:30 pm.

### Move-out Continues:

**Date:** Monday, February 27, 2017

**Hours:** 8:00 am - 12:00 pm

Any labor scheduled outside of these time frames will be considered overtime.

## Location

Knoxville Convention Center

701 Henley Street, Knoxville, TN 37902

Phone: (865) 522-5669 Fax: (865) 329-0422

## Exhibit Space

There are no easement allotments. The exhibit halls have a ceiling height of 30 feet. All purchased floor space includes carpet. Vacuuming will be provided before the show opens.

# Quick Facts Continued

## Discount Price Deadline

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In order to receive advance order discount rates listed on all News Sentinel price sheets, we must receive your orders and payment information by Friday, January 6, 2017.

## Parking & Exhibitor Badges

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Exhibitor parking is available at either the Poplar Parking Lot (no parking pass is required) or the other marked public parking garages identified on the map on pg. 6. Public parking garages are free after 6:00 pm and on the weekends. Exhibitor badges will be distributed upon arrival to the Show Office.

## Blackstock Marshaling Yard

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Upon arriving in Knoxville, all trucks must report to the Blackstock marshaling yard, located about three blocks from the Knoxville Convention Center. Once the truck has entered the marshaling yard, the driver should report to the yard coordinator who will make sure paperwork is complete. The marshaling coordinator, on the loading dock of the Convention Center, will contact the yard coordinator to send trucks according to the move-in schedule and/or loading dock availability.

**Trucks will not be allowed to enter the Knoxville Convention Center loading docking before 10:00 am on Tuesday, February 21, 2017. Please see map for Blackstock lot on pg. 7.**

## Electrical/ Telephone/ Utility Services

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**The Knoxville Convention Center will provide electrical, telephone and utility services for the show.** Order forms are provided on pages 27-32. Advance orders and payment must be received 14 days prior to the show, Tuesday, February 7, 2017, to receive an advance order discount. **Inquiries should be directed to:**

**Pat Dixon, Knoxville Convention Center**  
**EMAIL: PDixon@kccsmg.com**  
**PHONE: (865) 522-5669 FAX: (865)251-6041**

## Internet Services

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**Internet services are provided by Shownets.** Please email or fax forms directly to their offices to ensure proper processing and installation of your order. Advance orders and payment must be received 14 days prior to the show, Tuesday, February 7, 2017. Order form provided on pages 27-32. **Inquires should be directed to: Shownets, email: sales@shownets.net PHONE (480) 314-7716, FAX (480) 314-7717**

## Display / Decorating

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**A.C.E.S will be the official decorator and supplier of booth equipment for the show.** Order form provided on pages 27-32. Orders must be received 14 days prior to the move-in date, Tuesday, February 7, 2017. Each purchased exhibit space will be carpeted with vacuuming provided.

**Inquires should be directed to: Wesley Mullins, A.C.E.S.**

**EMAIL: wes@allconventionexpo.com**  
**PHONE: (865) 740-3710 FAX: (865) 251-6088**

## Dismantle & Move-out Information:

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All exhibitor materials must be removed from the exhibit facility by noon on Mon., Feb. 27, 2017. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by Monday, Feb. 27, 2017 at 8:00 am.

## Forklift / Labor Information

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All labor services must be provided through the show producer, the Knoxville News Sentinel. Please carefully read the Labor/ Installation & Dismantle information to determine your needs. Exhibitors supervising News Sentinel labor will need to pick up and release their laborers at the Service Desk. For more information please refer to pages 19-22.

## Post Show Paperwork & Labels

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We will gladly prepare your outbound shipping materials and labels in advance. For more information please refer to pages 13-18.

# Quick Facts Continued

## Shipping Information:

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### **PRIOR APPOINTMENT REQUIRED!**

The News Sentinel Auto Show will accept crated, boxed or skidded materials beginning: **Monday, February 6, 2017 at the warehouse.**

### **Warehouse Shipping Address:**

**Exhibiting Company / Manufacturer Name:** \_\_\_\_\_  
**2017 News Sentinel Auto Show**  
**1412 Sixth Avenue, Knoxville, TN 37917**

Warehouse materials are accepted between 2/6/17 - 2/17/17. Storage fees will apply, see pg. 15-19 for details. Beginning 2/21/17 ship all materials to show site.

**To schedule your appointment contact: Angie Howell,  
Ph: 865-342-6870, email: AutoShow@knoxnews.com**

**Please do not ship ANY materials to the Knoxville News Sentinel Address, they will be subject to refusal.**

### **Show Site Shipping Address:**

**Exhibiting Company/ Manufacturer Name:** \_\_\_\_\_  
**2017 News Sentinel Auto Show,  
Knoxville Convention Center  
701 Henley Street, Knoxville, TN 37902**

Shipments will be received at the Knoxville Convention Center beginning **Tuesday, February 21, 2017 at 10:00 am.** Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor.

**If freight has not arrived by Wed., Feb. 22, 2017 at 12:00 pm late charges will be incurred (an additional 15% surcharge on the on-site pricing) as this may effect the opening of the show.**

**Please Note:** All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the exhibitor. All items that are shipped to and from the Convention Center are the sole responsibility of the exhibitor. The Knoxville Convention Center, the Knoxville News Sentinel, and any employees or agents are not

responsible for shipping exhibitor materials.

## Liability Insurance

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All manufacturers and dealers are required to carry liability insurance coverage. Please see pages 9-10 of this document for information on required coverage. Display companies are responsible for insuring their own materials and displays during shipping and event days.

## Dealership Branding & Promotion

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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 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.

## Accommodations

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Holiday Inn Select Downtown (865) 522-2800  
525 Henley St., Knoxville, TN 37902

Four Points by Sheraton (865) 971-4663  
1109 White Avenue, Knoxville, TN 37902

Marriott Hotel (865) 637-1234  
500 Hill Ave., Knoxville, TN 37902

Crowne Plaza (865) 522-2600  
401 West Summit Hill Dr., Knoxville, TN 37902

Hilton Knoxville (865) 523-2300  
501 W. Church Avenue, Knoxville, TN 37902

## For Assistance Contact:

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We want you to have a successful show. If we can be of assistance please contact:  
Angie Howell, Brand Manager  
Ph: 865-342-6870  
Email: AutoShow@knoxnews.com

# PARKING MAP AND BLACKSTOCK MARSHALING LOT

1213 WESTERN AVE, KNOXVILLE, TN 37921

## Directions to Blackstock Lot for Marshaling to Knoxville Convention Center Loading Dock:

### From Interstate 40E:

- Take Exit 387/ 17th St.
- Cross 17th St. and bear right onto Blackstock Av.
- Blackstock lot will be on the right; it is a fenced lot.

### From the Knoxville Convention Center (loading dock):

- Take a right onto Cumberland Av.
- At the first light, take a right onto 11th Street.
- At the first light, take a right onto Clinch Av.
- At the first light, take a left onto Henley St. (441 N).
- Go straight at the next red light and get into the left lane.
- At the next light, turn left onto Oak Av.
- At the stop sign, take a left onto Blackstock Av.
- Blackstock lot will be on the left; it is a fenced lot.

### From Interstate 40W:

- Take Exit 387/ 17th St.
- Turn right onto Western Av.
- At third traffic light, turn left onto Broadway.
- At first traffic light, turn left onto Oak Av.
- At the stop sign, turn left onto Blackstock Av.
- Blackstock lot will be on the left; it is a fenced lot.

### From Blackstock lot to the KCC Loading Dock:

- From the Blackstock lot, make a right onto Oak Av.
- At the red light, turn onto Henley St. (441 N).
- At the fourth red light, make a right onto Cumberland Av.
- At the first red light, you'll see the entrance to the loading dock (on your right).

Map Key: P = public parking lots/ garages

Blackstock lot is highlighted in purple; Knoxville Convention Center parking lot is highlighted in purple

