

MANDATORY FORM

Forms can be downloaded at knoxautoshow.com

Labor Services Form

*Form deadline: Friday, January 5, 2018

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Labor Services Form

2018 News Sentinel Auto Show

Return to: Knoxville News Sentinel Auto Show • 2332 News Sentinel Drive, Knoxville, TN 37921
Email: AutoShow@knoxnews.com • phone: (865) 342-6485

Company Name: _____ Manufacturer Representing: _____

Primary Contact: _____

Phone Number: _____ Email: _____

- Straight Time: Monday - Friday: 8:00 am - 7:00 pm; (exception Sunday, February 25, 6:00 pm - 10:00 pm)
- Overtime Time: Monday - Friday: 7:01 pm - 7:59 am, all day Sat.-Sun., Holidays and Monday, Feb. 26 after 12:01 pm
Overtime rate is an additional 25% surcharge on on-site pricing (exception Sun., Feb. 25, 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 20, 2018
- Two hour minimum - labor thereafter is charged in (1) hour increments. Exception is Sunday 2/25/18, 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 26, 2018.

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 bellow)

Date	Start Time	Total Hours	Hourly Rate	Estimated Total Cost	Date	Start Time	Total Hours	Hourly Rate	Estimated Total Cost	
		X		\$			X		\$	
		X		\$			X		\$	
Total Installation Supervisor				\$	Total Dismantle Supervisor				\$	

INSTALLATION LABOR

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

DISMANTLE LABOR

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