

Car Delivery / Removal

ATTENTION!

CAR DELIVERY

An official delivery schedule will be provided by show management by Friday, February 8, 2019.

Wednesday, Feb. 20, 2019 from 3 PM - 6 PM

CAR MOVE-IN FOR BACK OF SHOW FLOOR ONLY!

THURSDAY, Feb. 21, 2019 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. 24, 2019

MANDATORY FORM

Forms can be downloaded at knoxautoshow.com

Car Delivery Form

*Form deadline: Friday, January 4, 2019

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

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 20, 2019 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 8, 2019.

Car Move-in:

Wednesday, February 20, 2019 from 3:00 pm - 6:00 pm* Car move-in for back of show floor only

Thursday, February 21, 2019 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 20, 2019.**

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 24, 2019 at 6:15 pm?

_____ YES _____ No

IF NO PLEASE LIST WHO WILL BE RESPONSIBLE FOR THE CAR REMOVAL SUNDAY, FEBRUARY 24, 2019 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 Knox News 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 24, 2019 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 Knox News 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 25, 2019

Car Delivery Form

2019 Knox News Auto Show

MANDATORY FORM

Forms can be downloaded at knoxautoshow.com

Car Removal Services Form

*Form deadline: January 4, 2019

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

If you would like to have the Knox News 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 \$35 per car if pre-ordered by form deadline, or \$45 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 24, 2019** 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 Knox News 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 25, 2019.