

Labor Ordering

ATTENTION!

**Labor services cannot begin before
1 pm on Tues., Feb. 19, 2019**

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IASTE 197 Union to provide labor display erection and dismantling. All labor services must be through the show producer, the Knox News and must be rendered by the Union. To receive a pre-show discount please complete the Labor Order Form and return to us by the deadline.

MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility. The use of dollies, forklifts, scissor lifts, or other mechanical equipment, however, is not permitted. Knox News will control access to the loading docks in order to provide a safe and orderly move-in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Knox News and their contracted staff.

TIPPING

Knox News requests that exhibitors do not tip our employees or contract workers. They are paid an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such or any unprofessional behavior should be brought to the attention of a Knox News representative at the Service Center.

SAFETY

Standing on chairs, tables or other furniture is prohibited. This furniture is not engineered to support your standing weight. Knox News cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your exhibit, please order labor on the Labor Services order form and the necessary ladders and tools will be provided.

MANDATORY FORM

Forms can be downloaded at knoxautoshow.com

Labor Services 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

Company Name: _____ Manufacturer Representing: _____

Primary Contact: _____

Phone Number: _____ Email: _____

- Straight Time: Monday - Friday: 8:00 am - 7:00 pm; (exception Sunday, February 24, 6:00 pm - 10:00 pm)
- Overtime Time: Monday - Friday: 7:01 pm - 7:59 am, all day Sat.-Sun., Holidays and Monday, Feb. 25 after 12:01 pm
Overtime rate is an additional 25% surcharge on on-site pricing (exception Sun., Feb. 24 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 19, 2019
- Two hour minimum - labor thereafter is charged in (1) hour increments. Exception is Sunday 2/24/19, 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.
- Knox News can provide exhibit on-site supervision, see rates below.

| Labor Services | Advance Price | On-Site Price |
|---------------------|-------------------|-------------------|
| Supervisor Services | \$207.00 per hour | \$250.00 per hour |
| Labor Services | \$60.00 per hour | \$75.00 per hour |

* If ordering Supervisor services, we must have your exhibit layout/ plan by Friday, January 25, 2019.

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 Knox News 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 | | \$ |
| 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 | | | | | | \$ |

Labor Services Form

2019 Knox News Auto Show