

Material Handling & Drayage

ATTENTION!

**No materials may be delivered
to the show site before
10 am Tuesday, Feb. 19, 2019**

What is Material Handling/ Drayage?

As the official service provider, Knox News is the exclusive provider of freight services, material handling, and drayage. Material handling and drayage includes unloading your exhibit material, delivering items to your exhibit space, the handling of empty containers to and from storage, and the removal of materials from your space for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention center or event. You have two options for shipping your freight: either to the warehouse or directly to the show site.

How do I ship to the warehouse?

PRIOR APPOINTMENT REQUIRED!

The Knox News Auto Show will accept crated, boxed or skidded materials beginning **Monday, February 4, 2019** at:

**Warehouse Shipping Address:
Exhibiting Company/ Manufacturer
Name:**

**2019 Knox News Auto Show
1412 Sixth Ave., Knoxville, TN 37917**

Warehouse materials are accepted between 2/4/19 - 2/15/19, Mon. - Fri. 9 am - 4 pm. Storage fees will apply. Beginning 2/19/19 ship all materials to show site.

To schedule your appointment, contact: Robynne Connell, Ph: 865-342-6485, Cell: 865-214-4986 email: AutoShow@knoxnews.com

Please do not ship any materials to the Knoxville News Sentinel address, they will be subject to refusal.

- We will accept freight between 2/4/19 through 2/15/19. The warehouse will receive shipments Monday through Friday between 9:00 am and 4:00 pm.
- To ensure timely arrival of your materials to the show site, freight should arrive by the deadline date listed above. Your freight will still be received after the deadline date, but will incur \$54.63, a 25% surcharge.
- The warehouse will accept crates, cartons, skids, trunks/ cases, and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the event prior to exhibitor set-up.
- Please call 865-342-6485 if you want to ship oversized material that requires special equipment.

How do I ship to the show site?

The Knoxville Convention Center will accept shipments beginning Tuesday, February 19, 2019 at 10:00 am.

- Freight will be accepted during exhibitor move-in. Please refer to Quick Facts on pg. 4 - 6 for the specific exhibitor move-in dates and times.
- **All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.**
- Certified weight tickets must accompany all shipments.

What about pre-paid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."

How should I label my freight?

- The label should contain the exhibiting company name, the manufacturer name, and the name of the event.
- The specific shipping address for either the warehouse or show site is located in Quick Facts.

How do I estimate my Material Handling/ Drayage charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (One hundred weight).
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight. Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required. Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped materials, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

What is Material Handling/ Drayage?

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the exhibit space during the overtime period stated in Quick Facts pgs. 3-7. This includes both the warehouse and show-site shipments. See material handling / drayage order form for straight time and overtime rates.
- Add overtime charges for outbound if material is delivered onto the outbound carrier during the overtime period stated in Quick Facts pgs 3-7. This includes both the warehouse and show-site shipments.
- Add the late delivery 25% surcharge listed on the Order Form if the shipment is accepted at the warehouse after 2/15/19, or the 15% additional surcharge on on-site pricing if shipment is accepted at the show site after 12:00 pm on 2/20/19. See material handling / drayage order form for straight time and overtime rates.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the exhibit space without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. We attempt to complete this process as quickly as possible, however this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your exhibit space and your arrival. The same is true for the outbound phase of the show. During these times we do have some security provided and the main exhibit hall is under camera surveillance; however there may be instances where your materials will be

left unattended. We recommend that you arrange for a representative to stay with your materials.

How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on the final move-out day, your shipments will be rerouted to warehouse for an alternate pick-up date and time at the exhibitor's expense.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at the show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the order form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

Do I need insurance?

- **All manufacturer/ dealers are required to provide a certificate of liability insurance to cover their space. Please see Certificate of Insurance information on pages 9-10 for specifics about the insurance requirements. Be sure your materials are insured from the time they leave your firm until they are returned after the show.**

MANDATORY FORM

Forms can be downloaded at knoxautoshow.com

MATERIAL HANDLING / DRAYAGE / INBOUND SHIPPING ORDER FORM

*Form deadline: Friday, January 4, 2019

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 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 2/4/19 - 2/15/19 Mon - Fri 9 - 4 pm)*

_____ Show Site *(cannot be delivered before 10:00 am Tues., Feb. 19, 2019)*

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	\$ 39.00	\$ 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					Total	\$

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.

- **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 \$39.00 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 2/20/19, 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 24, 2019, 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 24, 2019, 6:00 pm-10:00 pm only.

We must have your exhibit layout/plan by Friday, January 25, 2019.

INBOUND SHIPPING FORM

2019 Knox News Auto Show