

Instructions for Knoxville Convention Center Contracts

These standard contract templates must be used when contracting with the management firm (SMG) for use of the Knoxville Convention Center. No other forms or documents for contracting with the Knoxville Convention Center will be accepted. The agreement with SMG and the Knoxville Convention Center contains a significant change in practice in that the University will no longer pay a deposit for events held at the Conference Center.

There are two different versions of the templates: one for events that will be sub-licensed to third parties and another for UT-only events (i.e., events that will not be sub-licensed).

Departments should continue to use the University's Conferences Department or other University facilities for meetings, events, etc. whenever possible. If a department determines that these University facilities are not adequate to meet their specific needs for an event, the bid process as outlined in Purchasing Fiscal Policy must be followed.

The instructions on how to complete each document are below:

Final SMG Agreement For UT

Completing the Form:

Introductory paragraph: Enter the numerical date, month, and year in the first sentence. The next line should include the name of the University department or entity that will be using the Convention Center. The next line should include the address for the department (this is the address where invoices and notices would be mailed). In the next line, fill in the name of the person to whose attention items should be mailed. For example:

This License Agreement made this 1 day of May, 2009 by and between SMG ("Operator"), and The University of Tennessee ("Licensee"), on behalf of its College of Business Administration whose address is: 1234 Cumberland Ave., Knoxville, TN 37996 Attention: Jane Doe. Operator manages, operates and maintains the Knoxville Convention Center, 701 Henley Street, Knoxville, TN 37902, on behalf of the City of Knoxville, a Tennessee municipal corporation (the "City"), under rights granted by and obligations imposed under an agreement between the City and Operator.

Paragraph 1 Premises and Terms: For Move-in, Event, and Move-out, enter the day, date, time, and name of the space leased. For example:

Move-in: Monday 7/9/07 6:00 am – 8:00 AM Exhibit Hall A, 200 A-E, 300 A-D, Show Management Office, Clinch & Park Concourses

Licensee to have and to hold the above-described premises for the term of three (3) days, commencing on 7/9/07 at 6:00 AM Eastern Time, and terminating on 7/11/07 at 5:00 PM Eastern Time.

Paragraph 2 Use: Enter the name of the event. For example, "Reading First Annual Conference."

Paragraph 3 Services: Enter the services and the price for any services. For example:

800	Chairs	@	1.00	each	=	\$800.00.
1	Speaker's Platform	@	300.00	each	=	\$300.00
						\$1,100.00 Total

Paragraph 4 Rent: Fill in the cumulative rent dollar amount in the first blank. Next, fill in the date(s), name of space, amount/day, and total. For example:

Total space rental rate is \$14,400.00 based on:

7/14 – 7/16/08 Exhibit Hall A \$4,500/day = \$13,500.00

7/14 – 7/16/08 Show Management Office \$300/day = \$900.00

TOTAL: \$ 14,400.00.

Estimated Food and Beverage: enter the number of estimated attendees and the estimated food and beverage charge.

Paragraph 29 Miscellaneous: Event Guide: fill in the date of the latest version of the Knoxville Convention Center's Event Guide. Currently, the date of the latest version of the Event Guide is 8/6/2008.

Maximum liability: Enter the dollar figure representing the University's cumulative maximum liability.

Address blocks: Fill in the University department/entity's address and attention information. This is the address where notices will be sent from the Convention Center to the University.

Signature line: Fill in the name and title of the authorized University official who will be signing the contract.

Final SMG Agreement for Sub-licenses

Upper Right Corner of the document: In the header field, the upper right corner has "event: Event # Number." Include the name of the event and the Event number that SMG will assign to the event. For example: Destination Imagination: Event # 123456.

Introductory paragraph: Enter the numerical date, month, and year in the first sentence. The next line should include the name of the University department or entity that will be using the Convention Center. The next line should include the address for the department (this is the address where invoices and notices would be mailed). In the next line, fill in the name of the person to whose attention items should be mailed. For example:

This license agreement made this 1 day of July, 2009 by and between **SMG ("Operator")**, and **The University of Tennessee ("Licensee")**, on behalf of its **College of Nursing**.

whose address is:

**1234 Volunteer Blvd.
Knoxville, TN 37996**

Attention: Jane Doe

Paragraph 1 Premises and Terms: For Move-in, Event, and Move-out, enter the day, date, time, and name of the space leased. For example:

Move-in: Sunday 5/18/08 6:00 AM - 10:00 PM Exhibit Hall A

Event: Monday 5/19/08 – 7:00 AM - 10:00 pm Exhibit Hall A
 Thursday 5/22/08

Move-out: Friday 5/23/08 6:00 AM - 10:00 PM Exhibit Hall A

Licensee to have and to hold the above-described premises for the term of six (6) days, commencing on 5/18/08 at 6:00 AM EST, and terminating on 5/23/08 at 10:00 PM EST.

Paragraph 2 Use: Enter the name of the event. For example, "Reading First Annual Conference."

Paragraph 3 Services: Enter the number, description, cost per item, total cost of each item, and total overall cost for services/equipment that will be rented. For example:

800	Chairs	1.00 each	= \$	\$800.00
100	Tables	10.00 each	= \$	\$1,000.00
1	Speaker's Platform	300.00 each	= \$	\$300.00
2	Chalkboards	30.00 each	= \$	60.00
1	Performance Stage	15.00 each	= \$	15.00
TOTAL				\$ \$2,175.00

Paragraph 4 Rent: Fill in the cumulative rent dollar amount in the first blank. Next, fill in the date(s), name of space, amount/day, and total. For example:

Space Rental Rate: Total space rental rate is \$4,000.00 based on:

date(s)	Space	cost /day	= \$	extension
7/14 7/16/08	- Exhibit Hall A	1,000.00 /day	= \$	\$3,000.00
7/15/08 7/16/08	- Exhibit Hall B	500.00 /day	= \$	\$1,000.00
TOTAL \$				\$4,000.00

Estimated Food and Beverage: enter the number of estimated attendees and the estimated food and beverage charge.

Paragraph 31 Miscellaneous: Event Guide: fill in the date of the latest version of the Knoxville Convention Center's Event Guide. Currently, the date of the latest version of the Event Guide is 8/6/2008.

Maximum liability: Enter the dollar figure representing the University's cumulative maximum liability.

Paragraph 32 Notices: Enter in the University department/entity's address and attention information. This is the address where notices will be sent from the Convention Center to the University

Signature line: Enter in the name and title of the authorized University official who will be signing the contract.

Issued-on date: Enter the date that the license was issued. This date may need to be handwritten because the date of issuance will be when an SMG employee signs the agreement.

Addendum to the Agreement:

Introductory Paragraph: Enter the date on which the addendum is being entered into. In the next spaces, enter the date of the original agreement between UT and SMG. Then, enter the name of the company that will be the sub-licensee under the agreement. For example:

This addendum is entered into effective this 31 day of January, 2009 by and between SMG ("Operator") and The University of Tennessee ("Licensee"), in order to supplement and modify the Knoxville Convention Center License entered into by and between SMG and Licensee dated the 1 day of January, 2009 (the "License"). SMG and Licensee agree as follows:

1. Licensee intends to sublicense the premises to Destination Imagination ("Sub-Licensee"), subject to the approval of Operator pursuant to Section 15 of the License. The sublicense agreement between Licensee and the Sub-licensee shall be in the form attached hereto as Exhibit 1.

Signature line: Enter in the name and title of the authorized University official who will be signing the contract.

Issued-on date: Enter the date that the license was issued. This date may need to be handwritten because the date of issuance will be when an SMG employee signs the agreement.

Exhibit # 1

Enter the name of the company that will be the sub-licensee to the agreement. For example,

Agreement between The University of Tennessee (“Licensee”)

and Destination Imagination (“Sub-licensee”)

Introductory paragraph: Enter the name of the event and the date of the agreement between UT and SMG (i.e., the agreement that is being sub-leased to sub-licensee).

Services paragraphs: Enter the name of the event.

Signature line: Enter in the name and title of the authorized University official who will be signing the contract. For the sub-licensee, enter the name of the company and the name and title of the person signing on behalf of the company.

Issued-on date: Enter the date that the license was issued. This date may need to be handwritten because the date of issuance will be when an SMG employee signs the agreement.