



THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS®

## Display Guidelines

### Clear Bag Policy

Guests will only be permitted to enter the auction site with clutch purses that do not exceed 6.5" x 4.5" or clear plastic, vinyl or PVC bags that do not exceed 12" x 6" x 12" (or one-gallon clear plastic freezer bags). **Exhibitors and Sponsors who are giving or selling products and providing the goods in a bag, will be required to return product with a clear bag.** The clear bag rule will apply to all Barrett-Jackson events going forward. If you need to bring in a backpack or laptop bag, Exhibitors/Sponsors with proper credentials are able to be 'bag checked' for their backpacks or laptops before the opening of the gates, from 7 AM to 7:45 AM daily.

### Booth Package

A booth includes the following:

- Booths will be furnished with pipe and drape on the back and sides of booth (unless you are an open concept booth, in which case no pipe and drape will be provided).
  - 8 foot high backdrop
  - 3 foot high side panels
  - *Please let us know ASAP if you are an open-concept space or on a corner and do not want certain pipe and drape*
- Carpeting will be included in all booths
  - *Please let us know ASAP if you will bring your own flooring. Fees will still apply.*
- Wastebasket and booth ID sign
- Recognition in map and event schedule brochure made available to the public at the gate

### Parking Information

Parking for standard size vehicles will be located in the Orange Lots 9, 11, and 13 at the NRG Center.

Larger trucks, haulers, vans, box trucks, etc. will be directed to a designated trailer lot. Please notify your account manager at check-in if you need a trailer pass.

### Electrical

Power must be ordered through NRG Park. *Order forms should be submitted directly to NRG Park and not to Barrett-Jackson.* If on-site power additions are necessary, you will be charged the on-site rates as stated in the service provider's order forms. **Please be aware that power provided is NOT 24-hour power.**

### Internet

Internet must be ordered through NRG Park. *Order forms should be submitted directly to NRG Park and not to Barrett-Jackson.* If on-site internet additions are necessary, you will be charged the on-site rates as stated in the service provider's order forms.

### **Booth Rental Items and AV Needs**

AEX Convention Services / Texas Exposition Services is the official rental partner for the Houston event. They offer a full selection of rental items. *Order forms should be submitted directly to AEX Convention Services / Texas Exposition Services and not to Barrett-Jackson.* As a reminder, carpeting will be provided for each exhibit space on the main floor. Please let your activation representative know by **October 1st** if you plan to provide your own flooring.

ADV Productions is the official lighting and audio-visual equipment partner for the Houston event. They offer a full selection of items. *Order forms should be submitted directly to ADV Production and not to Barrett-Jackson.*

### **Display Guidelines**

With the exception of open concept displays, all booths located inside the exhibitor marketplace are delineated by pipe and drape in standard "trade show" configuration; **the backdrop is 8 ft. high, and the side rails are 3 ft. high.** Signs or advertising are not to exceed the 8 feet backdrop (this includes feather banners), unless clearance has been approved by your activation specialist. Please do not hang anything heavy from the pipe and/or drape forming your booth. Lightweight signs or banners may be hung from the pipe frame, but anything heavy should have a free-standing frame to support it. Wholesale signs are not permitted at our event. There are no height restrictions outside.

Please allow room along the floor at the back edge of your display for power cables, panels and/or receptacle boxes. These are necessary to deliver power to all booths along your row. Do not store anything on the cables or power boxes, as this could become a fire hazard.

All lighting must be directed inward towards your display and is not to interfere with other exhibitors and guests. All electrical components, cords, connections, etc. must meet UL requirements. **You are required to provide extension cords to ensure the electricity reaches the necessary points within your booth.** Any extension cords used in your display should have three-prong plugs for safety groundings.

**Per the Fire Marshal, there are NO pop-up tents or awnings allowed inside the facility.**

Vehicles used in your display space must be preapproved and remain stationary once placed. If the vehicle needs to be moved for any reason, it must be brought to the attention of Barrett-Jackson in order to be authorized and coordinated. **Vehicles must have less than ¼ tank of gas, and the battery disconnected.**

All exhibit openings that appear unfinished must be covered or are they will be subject to being covered at the exhibitor's expense.

**Strolling entertainment or moving advertisements outside of an exhibitor's assigned space are prohibited. All displays and promotional activities must stay within the boundaries of the exhibit space.** If you are hosting a special guest in your booth, you are required to manage the crowd so that neighboring exhibitors are not affected by the appearance. All special appearances must be approved by show management, so we are aware of the activity (see special appearance form in exhibitor packet).

**All working staff will be prohibited from entering the Auction Arena during the event hours. All necessary amenities/facilities will be located outside the Auction Arena.**

### **Material Handling**

Due to the event property being protected by a labor union, all exhibitors will be required to utilize AEX Convention Services / Texas Exposition Services for move-in and move-out. Each exhibitor will have a fee charged based on their square footage. This fee will include basic material handling fees, carpet, and vehicle spotting fees. **Barrett-Jackson will be collecting all basic fees prior to the auction. No exhibitor will be permitted to move on-site until their fee is paid in full.** You may refer to AEX Convention Services / Texas Exposition Services for specific fees and requirements. Any additional services are subject to additional charges paid directly AEX Convention Services / Texas Exposition Services. The fee structures is below:

- 0 – 200 square feet - \$3.00 per square foot
- 201 – 2400 square feet - \$2.75 per square foot
- 2401 + square feet - \$1.90 per square foot

### **Drayage**

If you plan to ship materials to the event site, please arrange these orders with AEX Convention Services / Texas Exposition Services. More information can be found in the packet that AEX Convention Services / Texas Exposition Services will be emailing to you.

### **Security**

Barrett-Jackson cannot be held responsible for loss due to theft or vandalism. We ask that you secure your items after your initial set up and at the end of each show day. Roving security is provided, but you are welcome to hire additional security through Barrett-Jackson's exclusive security company if you desire. Please refer to the directory of services for contact information.

### **Giveaway Items**

**NO giveaway items/promotional materials are allowed to be distributed at the event.** Failure to comply with these stipulations may result in the removal of promotional materials and could impact placement in future events.

### **Hours and Restocking Times**

Doors open to the public daily at 8 AM. Event management requests that you arrive no later than 7:45 AM in order to be set up and ready when the gates open. All exhibitors have from 7 AM to 8 AM each event day to access the site for supply replenishing.

All exhibitor displays are expected to remain open until the last car crosses the block. We anticipate this being sometime around 7 PM each night.

### **Opening Night Party Evening**

The exclusive, invitation-only Opening Night Party will take place on Wednesday, October 19<sup>th</sup> from 7 PM – 10 PM. It will be taking place inside the Auction Arena in the NRG Center. All exhibitors are expected to have their booth staffed and opened starting at 6:30 PM and the booth must stay open for the entirety of the party.

### **Clean Floor Policy**

Please respect your neighboring exhibitors and do not place debris in their space during move-in or move-out. It will be your responsibility to discard the debris in the appropriate places on-site, and to maintain a clean and presentable space from the start of the show until the end. All aisle ways must remain 100% clean of anything that can impede traffic. Exhibitors are subject to a charge for the removal of any material left in the exhibit space at the close of the move-out period.

Any demonstration or activity that results in the obstruction of aisles or prevents access to a nearby exhibitor's display is prohibited. Barrett-Jackson must pre-approve the use of balloons. Balloons cannot be used as a giveaway. Loudspeakers must face towards the interior of an exhibitor's space. Demonstrations found to be excessively noisy or have a high vibration level will be addressed accordingly.

### **Fire Department Regulations**

The Fire Marshal has emphasized that exhibitors MAY NOT store any boxes, packing materials, back stock, supplies, etc. behind any pipe and drape walls inside the building. In addition, you must make sure all power boxes and cables are clear from any foreign materials.

If you have product boxes, packing material, etc. which you need to store, you must remove them to your vehicle or other storage location. You may also arrange with your show decorator to store them for you (a storage fee would be charged). Show management and Fire Department representatives will be making random checks throughout the site during the auction. Items found behind the pipe and drape will be removed and discarded.

### **Liquor Consumption Policy**

Consumption of alcoholic beverages or drugs, of any kind, while working onsite as an exhibitor at the Barrett-Jackson event is strictly prohibited. Any exhibitor violating this policy may be asked to leave the event premises and may be prohibited from returning for the duration of the event.

### **On-Site Representative**

Barrett-Jackson requires each client to identify at least one individual authorized to represent their company in matters pertaining to the daily operations of the event on-site. The appointed on-site contact is responsible for supervising the actions of their employees and hired staff. Failure to notify Barrett-Jackson of the appropriate individual may prevent your activation specialist from speaking to the appropriate activation contact within your business. Failure to respond to communication in a timely manner may cause delays in notifications of important information. It is the responsibility of the exhibitor to notify Barrett-Jackson if a change needs to be made to their primary representative previously provided.

### **Solicitations of Unauthorized Services**

Barrett-Jackson uses only the contracted providers listed in the Directory of Services. Use of any third-party providers is strictly prohibited.

### **Photography**

You are permitted to photograph or video your own booth space only. Photography or video of the auction block, event activities and otherwise are strictly prohibited. Our photography disclosure can be found on the back of your credential. Exhibitors are not permitted to photograph or video the exhibit or product of another exhibitor without prior approval.

### **Exhibitor/Sponsor Credentials**

Each participating client will be issued a specific number of credentials based on the size of your display space. All credentials will be provided in a move-in packet that you will pick up during your scheduled move-in time. The person who signs for the move-in packet will be responsible for distributing all credentials to the appropriate people working in your booth.

For any client that loses or forgets their credential, please have the on-site contact for your company reach out to your account manager for advisement or arrangements. Please plan your staffing accordingly (especially if you will have multiple shifts for staff to man your booth).

All Sponsor and Exhibitor credentials are intended exclusively for staff to work your booth, and not for complimentary admission for friends, family or customers. Any client caught giving away or selling any credentials online or at the event site will be subject to instant removal from the auction, charged a fee for any credentials given away or sold and may forfeit placement at future Barrett-Jackson events.

**\*\*NOTE\*\*** To the extent, if anything herein conflicts with the terms and conditions of your exhibitor agreement, the exhibitor agreement shall control.