

EXHIBITOR SERVICE MANUAL



Barrett-Jackson

THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS®

**2022 Barrett-Jackson Auction
Company Houston Auction**

**NRG Center
Halls A-E**

October 20-22, 2022



AEX
CONVENTION SERVICES



TEXAS XPO
TEXAS EXPOSITION SERVICES

Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name	<div style="border: 1px dashed black; width: 100%; height: 100%;"></div> Booth#
Cardholder Name (please print)	
Billing Address	City, State, Zip
Cardholder Email	Phone

METHOD OF PAYMENT

Personal Card Corporate Card

AMEX VISA MASTERCARD DISCOVER CHECK*

Card Number:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																					Exp. Date:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">M</td><td style="text-align: center;">M</td><td style="text-align: center;">Y</td><td style="text-align: center;">Y</td> </tr> </table>					M	M	Y	Y
M	M	Y	Y																												

*A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held? Yes No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.
- If the credit card is declined, standard floor pricing prevails and a \$25.00 service charge will be added.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> Authorized Signature
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The contractor is the exclusive provider of Material Handling.

Material Handling includes Unloading your exhibit material, Storing up to 30 days at the advance warehouse, Delivering to your booth, the Handling of empty containers to and from storage, and Removing of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.

Shipping to the ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

Shipping DIRECT TO SHOW SITE?

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a Bill of Lading (BOL) or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and FedEx, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

How should I LABEL MY FREIGHT?

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Services / Texas XPO and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Material Handling charges are included in you exhibiting package. Off-Target and secondary movement of freight will result in additional fees.
- The above services, whether used completely, or in part are offered as a package and the charges will be base upon your booth size.
- Special Handling freight labor for packages is capped at 1 laborer for 30 minutes hour. Additional handling will be billable to the exhibitor.



What are the FREIGHT CATEGORIES?

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.

UNCRATED: Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

SPECIAL HANDLING Definitions

- Designated Piece Unloading - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
- Ground Loading - vehicles that are not dock height preventing the use of loading docks. (flat bed trailers, U-Hauls, company vehicles with trailers)
- Stacked Shipments - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
- Constricted Space - Shipments that are not easily accessible due to carrier being loaded high and tight.
- Shipment Integrity - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.

What happens to my EMPTY CONTAINERS?

- Pick up "Empty Labels" at the Contractor's Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Do I need INSURANCE?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by the contractor are subject to the Terms and Conditions.

How do I Ensure that my SHIPPED MATERIALS ARE SECURE delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

\$\$ MONEY SAVING TIPS \$\$

- Ship via common carrier to avoid possible special handling charges.
- CONSOLIDATE your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly Address/Label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to Show Site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.



MATERIAL HANDLING ORDER FORM

MATERIAL HANDLING RATES: These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments. Material Handling charges are included in you exhibiting package. Off-Target and secondary movement of freight will result in additional fees. The services, whether used completely, or in part are offered as a package and the charges will be base upon your booth size. Special Handling freight labor for packages is capped at 1 laborer for 30 minutes hour. Additional handling will be billable to the exhibitor.

RATES:

- Material Handling (0-200 sq. ft. occupied space) \$3.00/ sq. ft.
Material Handling (201-2400 sq. ft. occupied space) \$2.75/ sq. ft.
Material Handling (2401+ sq. ft. occupied space) \$1.90/ sq. ft.

ADVANCE WAREHOUSE:

- Avoid delays and wait time on-site and ship to the advance warehouse
Warehouse receiving begins September 19, 2022
Warehouse Hours: 9:00 AM - 3:00 PM
Advance Warehouse Address: Exhibiting Company Name / Booth# 2022 Barrett Jackson Auto Auction C/O AEX Services / Texas XPO 8300 Telephone Road Ste. A Houston, TX 77061

DIRECT TO SHOWSITE:

- Show Site receiving begins Monday, October 17, 2022
Show Site Address: Exhibiting Company Name / Booth# 2022 Barrett Jackson Auto Auction C/O AEX Services / Texas XPO 1 Fannin St, Houston, TX 77054

Labor Hours

Straight Time - ST: Monday - Friday, 8:00 AM - 3:00 PM
Overtime - OT: Monday - Friday, Before 8:00 AM, After 3:00 PM Anytime Saturday/Sunday
Double Time - DT: Anytime on holidays

Early/Late Shipments to Warehouse 50% Surcharge

Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Outbound Shipments

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

Estimated Charges - Material Handling sq. ft. occupied space x sq. ft. rate = \$

SUBTOTAL MATERIAL HANDLING ORDER: \$

Company Name: Booth#: Order Total:

YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 8.250%.

22-TX1011-T

Priority Empty Container Storage

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return \$100.00 per container/skid _____

Estimated number of containers/skids _____

Total = \$ _____

**** PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor's Service Desk to indicate the priority status on your empty containers.**

Accessible Storage

A storage area will be available for exhibitor's samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

DAILY STORAGE FEE:

Up to 25 Square Feet of Storage_____	\$105.00/ Day
26 to 50 Square Feet of Storage_____	\$155.00/ Day
51 to 100 Square Feet of Storage_____	\$205.00/ Day
101 to 150 Square Feet of Storage_____	\$255.00/ Day
151 to 200 Square Feet of Storage_____	\$305.00/ Day

Labor to place into or remove from storage. (1/2 hr. minimum applies each time materials are placed into or removed from storage.)

Straight Time Labor: Monday-Friday, 8:00am-4:30pm_____ \$ 99.60

Overtime Labor: Monday-Friday, 4:30pm-8:00am, all day Saturday,
Sunday & Holidays _____ \$149.20

NOTE: All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.

Show Name: 2022 Barrett-Jackson Houston Auction

Show Dates: October 20-22, 2022

Show Venue: NRG Center

Deadline to Receive Discount Pricing: Flowerdate



TEXAS XPO
TEXAS EXPOSITION SERVICES

ADVANCE/WAREHOUSE SHIPPING LABEL

ADVANCE/WAREHOUSE SHIPPING LABEL



2022 Barrett-Jackson Houston Auction
C/O AEX Services / Texas XPO
8300 Telephone Road Ste. A
Houston, TX 77061

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: MONDAY, OCTOBER 10, 2022

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check-In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL



2022 Barrett-Jackson Houston Auction
C/O AEX Services / Texas XPO
8300 Telephone Road Ste. A
Houston, TX 77061

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: MONDAY, OCTOBER 10, 2022

Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check-In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: 2022 Barrett-Jackson Houston Auction

Show Dates: October 20-22, 2022

Show Venue: NRG Center

Deadline to Receive Discount Pricing: Flowerdate



TEXAS XPO
TEXAS EXPOSITION SERVICES

DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



NRG Center
2022 Barrett-Jackson Houston Auction
C/O AEX Services / Texas XPO
1 Fannin St,
Houston, TX 77054

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

**DELIVER ONLY ON: MONDAY, OCTOBER 17, 2022 BETWEEN 1:00 PM - 4:00 PM, TUESDAY, OCTOBER 18, 2022
BETWEEN 9:00 AM - 4:00 PM AND WEDNESDAY, OCTOBER 19, 2022 BETWEEN 9:00 AM - 4:00 PM**

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



NRG Center
2022 Barrett-Jackson Houston Auction
C/O AEX Services / Texas XPO
1 Fannin St,
Houston, TX 77054

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

**DELIVER ONLY ON: MONDAY, OCTOBER 17, 2022 BETWEEN 1:00 PM - 4:00 PM, TUESDAY, OCTOBER 18, 2022
BETWEEN 9:00 AM - 4:00 PM AND WEDNESDAY, OCTOBER 19, 2022 BETWEEN 9:00 AM - 4:00 PM**

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

Show Name: 2022 Barrett-Jackson Houston Auction

Show Dates: October 20-22, 2022

Show Venue: NRG Center

Deadline to Receive Discount Pricing: Flowerdate



TEXAS XPO
TEXAS EXPOSITION SERVICES

HANGING BANNER LABEL

HANGING BANNER LABEL



2022 Barrett-Jackson Houston Auction
C/O AEX Services / Texas XPO
8300 Telephone Road Ste. A
Houston, TX 77061

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **CUTOFF**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

HANGING BANNER LABEL



2022 Barrett-Jackson Houston Auction
C/O AEX Services / Texas XPO
8300 Telephone Road Ste. A
Houston, TX 77061

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

DELIVER NO LATER THAN: **CUTOFF**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
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- Committed to excellence

Dedicated to delivering safely and on time every time.

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**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us**

LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom


exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs Freight Only Customs Only Return Only

2a **PICK-UP LOCATION**

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 **DELIVERY TO ADDRESS**

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b **SERVICES**

P/U Date _____ Hours _____ From _____ To _____
 Dlv Date _____ Hours _____

Express Economy LTL 7 - 10 Days Int'l
 Inside Liftgate Dock
 Other _____

4 **RETURN TO**

Check Box if the Return address is the same as 2a

Shipper _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 **PACKAGE INFO**




Carton(s)/Box
 Vinyl Case(s)/Color
 Wooden Crate(s)
 Trunk(s) / On Wheels
 Skid(s) - to contain # _____ of pieces

PCS	DIMENSIONS (L x H x W)	WGT
TOTAL PIECES		TOTAL WEIGHT

6 **VALUE** **Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

Exclusion: Does not include TV(s)/Monitor(s) **DECLARED VALUE** _____

7 **PAYMENT**

Credit Card Information / Billing Address   

Credit Card Number _____ Security Code _____ Exp. Date MM / YYY

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ Email _____

Comments: Include any additional comments that will be helpful for the movement of freight and contents

Print