



THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS®

## Move-In Information

To make your move-in process as easy as possible, we have strategically scheduled your initial move-in date and time, as indicated in your emailed acceptance packet. Failing to arrive on your assigned date and time will affect not only your move-in, but also the move-in of other exhibitors around you, and consideration for placement at future Barrett-Jackson events. If you have a conflict with your assigned move-in time, please alert your account manager immediately.

**The check-in location will be open during the following times (see map for exact location):**

**Monday, January 16<sup>th</sup> - Thursday, January 19<sup>th</sup> - 8:00 AM – 3:00 PM**

**Friday, January 20<sup>th</sup> - 8:00 AM – 12:00 PM**

Please drive to the check-in location (see attached map) and check-in with the Barrett-Jackson Activation Team to collect your event packet and move-in passes. After you check-in, you will be directed to the appropriate entrance to the facility and guided to your assigned space. You are required to follow all directions given by Barrett-Jackson personnel and its affiliates during this process to ensure a quick and safe set-up.

If you have provided the appropriate auto liability coverage, you will be given a pass at check-in to drive your vehicle on-site to unload your materials near your exhibit space. **Because of extreme congestion, you are asked to off-load your materials to your booth and then remove your vehicle to the exhibitor vehicle parking lots BEFORE ACTUAL SET-UP OF YOUR DISPLAY.**

If you have **NOT** provided adequate auto liability coverage, you will be required to hand-carry your items from the check-in area. Exhibitors must bring your own cart or dolly to offload the materials into your display.

While access into the facility will only be open during the above times, you will be able to stay on-site and set-up your display until 5 PM each day. If it will take you more than one day to set-up, please return to the check-in location each day to obtain the appropriate move-in pass and wristbands. Booths are required to be completely set by 3 PM on Friday, January 20<sup>th</sup>. The exhibitor marketplace will open to the general public at 8 AM on Saturday, January 21<sup>st</sup>.

## Move-Out Information

**MOVE-OUT WILL BEGIN AFTER THE AUCTION ENDS ON SUNDAY, JANUARY 29<sup>th</sup>.** After the last car crosses the block and all the spectators have cleared the tents, move-out will begin. The Barrett-Jackson team will distribute move-out instructions on Sunday morning, which will provide you with detailed and important information regarding the move-out procedures. Since the auction is a live event, the exact end time is subject to change. Once our security team gives clearance, we will communicate to you that it is safe to break down your displays. Though traffic may slow down as the auction comes to a close, we ask that you do not break down or alter your displays until the spectators have fully exited the marketplace. Violation of this procedure may impact consideration in future events. You will be permitted to move-out until **9 PM on Sunday but must be checked-in at the move-out location within an hour of the last car crossing the auction block.**

Move-out will resume at 8 AM on Monday, January 30<sup>th</sup> by collecting a pass at the move-out location. All clients must check-in by 10:30 AM to be granted access into the facility, however you will be able to stay onsite and dismantle/load until 2 PM.

All exhibitor displays must be completely removed from the site by 2 PM on Monday, January 30<sup>th</sup>. Any vehicle or display still remaining after 2 PM will be removed to a drayage area and subject to a handling fee prior to reclaiming.