

EXHIBITOR SERVICE MANUAL



THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS®

2023 Barrett-Jackson Auction New Orleans

New Orleans Convention Center
Hall B-G

September 28 - September 30, 2023



TEXAS XPO
TEXAS EXPOSITION SERVICES

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 or delivery slip indicating 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.
- 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?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually.
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.



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 SECURELY 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.
- 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.

Show Name: 2023 Barrett-Jackson Auction New Orleans

Show Dates: September 28 - September 30, 2023

Show Venue: New Orleans Convention Center

Deadline to Receive Discount Pricing: Monday, September 11, 2023



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TEXAS EXPOSITION SERVICES

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 your exhibiting package. Off-Target and secondary movement of freight will result in additional fees, 50% on top of your material handling. 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. This is freight labor only. It does not include unpacking, assembly, or cleaning of the booth. Those services can be ordered.

RATES:

- Material Handling (0-200 sq. ft. occupied space) _____ \$3.18/ sq. ft.
- Material Handling (201-2400 sq. ft. occupied space) _____ \$2.92/ sq. ft.
- Material Handling (2401+ sq. ft. occupied space) _____ \$2.01/ sq. ft.

ADVANCE WAREHOUSE:

- Avoid delays and wait time on-site and ship to the advance warehouse
- Warehouse receiving begins **Friday, August 25, 2023**
- Warehouse Hours: 9:00 AM - 3:00 PM
- Advance Warehouse Address:

Exhibiting Company Name / Booth#
2023 Barrett-Jackson Auction New Orleans
C/O AEX Services / Texas XPO
C/O LIBERTYCFS
3761 Louisa St
New Orleans, LA 70126

DIRECT TO SHOWSITE:

- Show Site receiving begins **Monday, September 25, 2023**
- Show Site Address:

Exhibiting Company Name / Booth#
2023 Barrett-Jackson Auction New Orleans
C/O AEX Services / Texas XPO
900 Convention Center Blvd
New Orleans, LA 70130

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 9.45%.

23-LA0913-T

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TEXAS XPO
TEXAS EXPOSITION SERVICES

ADVANCE/WAREHOUSE SHIPPING LABEL

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2023 Barrett-Jackson Auction New Orleans
C/O AEX Services / Texas XPO
C/O LIBERTYCFS
3761 Louisa St
New Orleans, LA 70126

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: _____

#

DELIVER NO LATER THAN: **MONDAY, SEPTEMBER 18, 2023**

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

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

ADVANCE/WAREHOUSE SHIPPING LABEL



2023 Barrett-Jackson Auction New Orleans
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3761 Louisa St
New Orleans, LA 70126

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TEXAS XPO
TEXAS EXPOSITION SERVICES

DIRECT/SHOW SITE SHIPPING LABEL

DIRECT/SHOW SITE SHIPPING LABEL



New Orleans Convention Center
2023 Barrett-Jackson Auction New Orleans
C/O AEX Services / Texas XPO
900 Convention Center Blvd
New Orleans, LA 70130

EXHIBITOR/COMPANY NAME: _____

BOOTH NUMBER: # _____

**DELIVER ONLY ON: MONDAY, SEPTEMBER 25, 2023 BETWEEN 1:00 PM - 3:00 PM,
TUESDAY, SEPTEMBER 26, 2023 BETWEEN 9:00 AM - 3:00 PM
AND WEDNESDAY, SEPTEMBER 27, 2023 BETWEEN 9:00 AM - 12:00 PM**

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

DIRECT/SHOW SITE SHIPPING LABEL



New Orleans Convention Center
2023 Barrett-Jackson Auction New Orleans
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HANGING BANNER LABEL

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2023 Barrett-Jackson Auction New Orleans
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C/O LIBERTYCFS
3761 Louisa St
New Orleans, LA 70126

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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



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- Catering to your specific needs
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- 24/7 customer attention
- Committed to excellence

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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																												
<input type="checkbox"/> Freight & Customs <input type="checkbox"/> Freight Only <input type="checkbox"/> Customs Only <input type="checkbox"/> 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 _____ From _____ To _____ Dlv Date _____ Hours _____ <input type="checkbox"/> Express <input type="checkbox"/> Economy LTL 7 - 10 Days <input type="checkbox"/> Int'l <input type="checkbox"/> Inside <input type="checkbox"/> Liftgate <input type="checkbox"/> Dock <input type="checkbox"/> Other _____	4 RETURN TO <input type="checkbox"/> 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 <input type="checkbox"/> Carton(s)/Box <input type="checkbox"/> Vinyl Case(s)/Color <input type="checkbox"/> Wooden Crate(s) <input type="checkbox"/> Trunk(s) / On Wheels <input type="checkbox"/> Skid(s) - to contain # _____ of pieces	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">PCS</th> <th style="width: 70%;">DIMENSIONS (L x H x W)</th> <th style="width: 20%;">WGT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL PIECES</td> <td style="text-align: center;">TOTAL WEIGHT</td> </tr> </tbody> </table>			PCS	DIMENSIONS (L x H x W)	WGT																						TOTAL PIECES		TOTAL WEIGHT
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6 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 <input style="width: 150px;" type="text"/>																												
7 PAYMENT Credit Card Information / Billing Address <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Credit Card Number _____ Security Code _____ Exp. Date ____ / ____ 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