



THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS®

Display & Event Guidelines

Clear Bag Policy

A clear bag policy will be in effect for the Barrett-Jackson New Orleans Auction. Guests will only be permitted to enter Barrett-Jackson event premises 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.** This policy applies to all Barrett-Jackson events. 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.
 - 8-foot-high black backdrop
 - 3-foot-high black 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*
- Tuxedo carpeting for all clients on the main exhibitor marketplace showroom floor
 - *Please let us know ASAP if you will be bringing 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
- Recognition in map on digital app

Booth Rental Items

Texas XPO is the official rental partner for the New Orleans Auction. Texas XPO offers a full selection of rental items, including flooring, tables, chairs, etc. Order forms should be submitted directly to Texas XPO, and not to Barrett-Jackson. Priority discount pricing is available until **Monday, September 11th**, any orders after this date are subject to a fee increase. As a reminder carpeting will be provided for each exhibit space on the main floor. If you plan on providing your own flooring, let your Account Manager know by **September 1st**.

Material Handling

Due to the event property being protected by a labor union, all exhibitors will be required to utilize Texas XPO 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 the Texas XPO Packet for specific fees and requirements. Any additional services are subject to additional charges paid directly to Texas XPO.

Display Guidelines

All display 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 ft. backdrop (this includes feather banners), unless clearance has been approved by your Account Manager. 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 some sort of free-standing frame to support it. Wholesale signs are not permitted at our event.

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. **It is your responsibility to provide extension cords to ensure the electricity reaches the necessary points within your booth.** Any extension cords in your display should have three-prong plugs for safety groundings and must be taped down.

Per the Fire Marshall, there are NO pop-up tents allowed.

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 should 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 neighboring exhibitors are not affected by the appearance. All special appearances must be approved by show management via the in-booth appearance form.

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.

Clean Floor Policy

Please have respect for 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. It will be your responsibility 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, and 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 on a case-by-case basis

Drayage

If you plan to ship materials to the event site, please arrange these orders with Texas XPO. More information can be found in the Texas XPO Packet. The Material Handling fee (referenced above) will include “advanced shipping” to the Texas XPO Warehouse prior to September 11th.

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 to go when the gates open. All exhibitors have one hour from 7 AM to 7:45 AM, every event day, to access the site to replenish supplies.

All exhibitor displays must remain open until the last car crosses the block (anticipated to be between 6 PM - 7 PM each night).

Gala Evening

The exclusive, invitation-only Opening Night Gala will take place on Wednesday, September 27th. The Gala will take place at an off-site venue. No exhibitors will be required to be open for this event.

Internet & Power

Place internet & power orders directly with the Convention Center. Early Bird Discount Pricing ends 8.28.23. Onsite rates begin 9.18.23. For all orders, follow these steps:

- Step 1: [Visit Convention Center Services](#).
- Step 2: Scroll to Barrett-Jackson event and click “Go to Store”.
- Step 3: Click “new user sign-up” and create your log-in.
- Step 4: Once logged in, you will see prices and information for internet and electricity and can order directly on the site.
- Step 5: Direct any questions to: exhibit_services@mccno.com OR by phone at 504.582.3036

Fire Department Regulations

The Fire Marshall 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 particular, you must make sure all power boxes and cables are completely clear of any foreign materials.

Show management and Fire Department representatives will be making random checks throughout the site during the entire time of the auction. Items found behind the pipe and drape will be removed and discarded.

For your safety and the safety of other patrons, it is critical that you check to make sure power cords and boxes remain free of any materials for the duration of the event. 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 these materials (a storage fee would be charged).

Liquor Consumption Policy

Consumption of alcoholic beverages or drugs, of any kind, while working on-site 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.

It is against regulations for any exhibitor or exhibitor representative to consume alcohol while working in your booth at any time during the event. We want your experience at Barrett-Jackson to be a pleasant one, and this policy is for the benefit of all event participants. We ask that you give this matter your utmost attention. We appreciate your cooperation.

On-Site Exhibitor Representative

Barrett-Jackson requires each exhibitor 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 account manager 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 the primary representative previously provided.

Exhibitor/Sponsor Credentials

Each participating client will be issued a specific number of credentials based on the size of your 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 credentials, please have your on-site contact reach out to your Account Manager for advisement or arrangements. Please plan your staffing accordingly (especially if you will have multiple shifts staffing 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 the credentials given away or sold and may forfeit placement at future Barrett-Jackson Auctions.

Solicitations of Unauthorized Services

Barrett-Jackson uses only the contracted providers listed in the directory of services. If any other providers contact you, please know that they are not endorsed.

Photography

You are permitted to photograph or video your own booth space only. Photography or video of 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.

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