



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 on your packet email. 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.

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

Monday, April 15th from 1 PM – 3 PM

Tuesday, April 16th from 9 AM – 11:30 AM and 1:00 PM – 3PM

Wednesday, April 17th from 9 AM – 12 PM

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 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.

You will access into the facility only until 5 PM each night. **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 wristband.** **Due to private events on-site, booths are required to be completely set by 3 PM on Wednesday, April 17th.** The event will open to the public at 8 AM on Thursday, April 18th.

Please drive to the check-in location (see attached map) and check-in with the Barrett-Jackson 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.

## Move-Out Information

**MOVE-OUT WILL BEGIN AFTER THE AUCTION ENDS ON SATURDAY, APRIL 20th.** After the last car crosses the block and all the spectators have cleared the facility, move-out will begin. The activation team will distribute move-out instructions on Saturday 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.

Move-out will resume at 8 AM on Sunday by collecting a pass at the check-in 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 Sunday, April 21st. 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.