



THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS®

## Display & Event Guidelines

### **\*\* New \*\* Clear Bag Policy**

Beginning in 2020, a clear bag policy will be in effect for all Barrett-Jackson Auctions. 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.** The new clear bag rule will apply to all Barrett-Jackson events going forward. 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 7am to 8am 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 backdrop
  - 3 foot high 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*
- Recognition in map and event schedule brochure made available to the public at the gate

**NOTE: Indoor Exhibitors/Sponsors are required to provide flooring to cover the entire exhibit space.**

### **Parking Information**

Exhibitors will be issued one parking pass in the exhibitor packet that is delivered at check-in. Overflow parking will be in the free public parking areas on the land adjacent to the facility.

For security purposes, any trucks or trailers that require parking must be parked in the off-site trailer lot, separate from the exhibitor parking lot. Please notify your account manager at check-in if you need a trailer pass.

### **Electrical**

If you will need electricity in your booth, you must complete and submit the Power Requirement Order Form inside this packet along with a credit card authorization form. Please submit this form as quickly and accurately as possible, as rates increase as we get closer to the event. In addition, extra power may not be available once you have set-up your booth. **Please be aware that power provided is NOT 24 hour power.**

### **Internet and IPTV Feeds**

If you would like to order internet or IPTV (live auction feed) for your booth space, please use the order forms under the Booth Services tab and submit directly to your account manager. Please note that rates increase as the event nears, and services are subject to availability if ordered within one week of the event.

### **Booth Rental Items**

Cre8ive Event Rentals offers a full selection of rental items, including flooring, tables, chairs, etc. If you have an indoor exhibit space and need to rent flooring for this event, Cre8ive offers a variety of flooring types. **Please note the rate increase for orders placed after March 20, 2020.** More information can be found in the Cre8ive Event Rentals packet under the Booth Services tab. *Order forms should be submitted directly to Cre8ive Event Rentals, and not to Barrett-Jackson.*

### **Display Guidelines**

All display booths located inside the exhibitor marketplace (spaces marked SP-#) 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 feet 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. There are no height restrictions outside.

Outdoor booths will not have pipe and drape. Spaces under canopy coverings will have tent wall along the back edge of the display, but there will be no side boundaries between exhibitor displays. Exhibitors may choose to build the display with items along the side wall, to create a boundary between each space, but all booth materials **MUST** remain inside the contracted boundaries of your assigned booth. Per the Fire Marshall, there are **NO** pop-up tents allowed.

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.

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.

### **Material Handling/Drayage**

If you anticipate needing manual and/or forklift labor to help off-load your materials and move them to your booth, please arrange these services with Cre8ive Event Rentals prior to your arrival on-site. More information can be found in the Cre8ive Event Rentals packet under the Booth Services tab.

Any materials being shipped to the event site **must** be arranged via Cre8ive Event Rentals. More information can be found in the Cre8ive Event Rentals packet under the Booth Services tab.

### **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 show directory for contact information.

### **Giveaway Items**

All giveaway items/promotional materials **must** be approved by Barrett-Jackson prior to 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 8 AM, every event day, to access the site to replenish supplies. If you plan to drive onsite for restocking, proper insurance documentation must be provided for the specific vehicle you are driving. Any vehicles brought on site for this purpose **MUST** be removed to exhibitor parking no later than 7:45 AM.

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

### **Gala Evening**

The exclusive, invitation-only Opening Night Gala will take place on Wednesday, April 15<sup>th</sup> from 7 PM – 10 PM. Only exhibitors with booth space inside the East and West Halls are required to staff their displays during this time. Exhibitors who are working the event, will be allowed access to the building starting at 6 PM. Please make sure your staff is in place by 6:30 PM, when doors open for Gala attendees.

You will be required to wear your Barrett-Jackson exhibitor credential and the gala-night wristband (provided at check-in as part of your move-in packet) to gain entry to the facility on gala night. These wristbands will NOT allow access into the Gala event, but will provide facility entry for working staff to access your display space. No entry will be permitted without both your credential and the provided wristband. Failure to staff your exhibit space during gala hours could impact consideration in future events.

### **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 levels will be addressed on a case-by-case basis.

### **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. 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 on or close to the event site will be subject to charge for any credentials given away or sold prior to being admitted to any future Barrett-Jackson event, and will forfeit any priority in placement for future events.

If you need additional event credentials, they will be available for purchase – please contact your account manager no later than *March 20<sup>th</sup>, 2020*.

#### **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.