



THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS®

Display Guidelines

Booth Package

A booth includes the following:

- Booths will be furnished with pipe and drape on the back and sides of booth (unless you are an open concept booth, in which case no pipe and drape will be provided).
 - 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*
- Carpeting will be included in all booths
 - *Please let us know ASAP if you will bring 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

Parking Information

Parking for standard size vehicles will be located in the Orange Lots 9, 11, and 13 at the NRG Center.

Larger trucks, haulers, vans, box trucks, etc. will be directed to a designated trailer lot. Please notify your account manager at check-in if you need a trailer pass.

Electrical

Power must be ordered through Levy Exposition Services Inc. *Order forms should be submitted directly to Levy Exposition Services Inc. and not to Barrett-Jackson.* If on-site power additions are necessary, you will be charged the on-site rates as stated in the service provider's order forms. **Please be aware that power provided is NOT 24-hour power.**

Internet

Internet must be ordered through Levy Exposition Services Inc. *Order forms should be submitted directly to Levy Exposition Services Inc. and not to Barrett-Jackson.* If on-site internet additions are necessary, you will be charged the on-site rates as stated in the service provider's order forms.

Booth Rental Items and AV Needs

Levy Exposition Services Inc. is the official rental partner for the Houston event. They offer a full selection of rental items. *Order forms should be submitted directly to Levy Exposition Services Inc and not to Barrett-Jackson.* As a reminder, carpeting will be provided for each exhibit space on the main floor. Please let your activation representative know by **August 15th** if you plan to provide your own flooring.

ADV Productions is the official lighting and audio-visual equipment partner for the Houston event. They offer a full selection of items. *Order forms should be submitted directly to ADV Production and not to Barrett-Jackson.*

Material Handling

All exhibitors will be required to utilize Levy Exposition Services Inc. for move-in and move-out. *Each exhibitor* will have a fee charged based on their square footage. **This fee will include all basic material handling fees, carpet, and vehicle spotting fees.** Please refer to Levy Exposition Services Inc. packet for the specific fees and requirements. *Note: Any additional services are subject to additional fees.*

Drayage

If you plan to ship materials to the event site, please arrange these orders with Levy Exposition Services Inc. More information can be found in the packet that Levy Exposition Services Inc. will be emailing to you.

IPTV Feeds

If you would like to order 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.

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.

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 when the gates open. All exhibitors have from 7 AM to 8 AM each event day to access the site for supply replenishing. If you plan to drive on-site 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 parked in the adjacent parking lot and removed from the lot by 7:45 AM.

All exhibitor displays are expected to remain open until the last car crosses the block. We anticipate this being sometime around 8 PM each night.

Clean Floor Policy

Please respect 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, and 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. Balloons 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 accordingly.

Display Guidelines

With the exception of open concept displays, all 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 feet backdrop (this includes feather banners), unless clearance has been approved by your activation specialist. 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 a free-standing frame to support it. Wholesale signs are not permitted at our event. There are no height restrictions outside.

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. **You are required to provide extension cords to ensure the electricity reaches the necessary points within your booth.** Any extension cords used in your display should have three-prong plugs for safety groundings.

Per the Fire Marshal, there are **NO pop-up tents or awnings** allowed inside the facility.

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 must 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 that neighboring exhibitors are not affected by the appearance. All special appearances must be approved by show management, so we are aware of the activity (see special appearance form in exhibitor packet).

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.

Fire Department Regulations

The Fire Marshal 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 addition, you must make sure all power boxes and cables are clear from any foreign materials.

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 them for you (a storage fee would be charged). Show management and Fire Department representatives will be making random checks throughout the site during the auction. Items found behind the pipe and drape will be removed and discarded.

Liquor Consumption Policy

Consumption of alcoholic beverages or drugs, of any kind, while working onsite 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.

Clear Bag Policy

As of the January Scottsdale 2020 Auction, guests will only be permitted to enter the auction site 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 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 7:45am daily.

Giveaway Items

All giveaway items/promotional materials **must** be pre-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. Items given away in a bag must follow the Clear Bag Policy as stated earlier in this packet. **New: Items such as masks and face shields are prohibited for giveaways or sale.** Hand sanitizers are allowed and encouraged as giveaway items.

On-Site Representative

Barrett-Jackson requires each client 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 activation specialist 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 their primary representative previously provided.

Solicitations of Unauthorized Services

Barrett-Jackson uses only the contracted providers listed in the Directory of Services. Use of any third-party providers is strictly prohibited.

Exhibitor/Sponsor Credentials

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

Photography

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