



THE WORLD'S GREATEST COLLECTOR CAR AUCTIONS™

South Florida Fairgrounds
West Palm Beach, Florida
April 8th-April 10th, 2016

ADDITIONAL INFORMATION

PARKING INFORMATION

Vendor personal vehicles may park in the lot designated for vendors, located on the fairgrounds to the north of the main complex. You will be issued parking passes in the vendor packet you pick up for Move-In, HOWEVER, since space in this lot is limited **each vendor will only be provided no more than TWO parking passes**. Overflow vendor parking will be in the free public parking areas in the lots adjacent to the facility. For security purposes, any vendor trucks or trailers parked on site must be parked in the Trailer Storage Lot, also on Fairgrounds property, but separate from the vendor parking lot.

ELECTRICAL

Electrical service was ordered at the same time your booth placement was confirmed. Standard 110V power is ordered in increments of 20 AMPs. More advanced power needs are also available...call us at 480-421-6694 to make arrangements for these special power needs.

NOTE: There will be a reduced price offered for orders placed and paid for by Friday, March 18th. After that date, pricing will be the more expensive "on-site" rate.

EVENT RENTALS

Creative Event Rentals has been selected as the service contractor for our 2016 event, and they offer a full selection of rental items and material handling for your convenience. Order forms are enclosed in this packet. To prevent loss, we ask that you please take responsibility to see that any items you rent are returned to Creative Event Rentals in good shape.

NOTE: Discounted rates are for orders placed by Friday, March 18th —after that, the rates go to "Floor Order Prices".

TELEPHONE/INTERNET

Phone and/or internet service is available to most display spaces. Vendors wanting either or both of these services should have indicated your desired service(s) on the vendor application you already submitted. For sponsors who desire phone/internet service, or for vendors who need to revise their original application, the order form for these services is contained within this confirmation packet.

Rates will increase if ordered AFTER Friday March 27th.

INSURANCE

Vendors are required to provide proof of insurance coverage to Barrett-Jackson ***PRIOR to March 27th*** (see accompanying sheet listing limits and required names of additionally insured). As stated on the front of your Vendor Space Request, if you do not currently carry insurance, you may obtain a *single event policy* for this event by calling K & K Insurance Company at 1-800-328-2317, or the carrier of your choice. For clarification, please call Barrett-Jackson Contracts Administrator, at 480-421-6694, X 115.



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SECURITY

Roving security is provided as a deterrent, and staff will investigate any noted suspicious activity in or around vendors' booths. **Barrett-Jackson cannot be responsible for loss due to theft or vandalism.** You are encouraged to secure your materials after setting up and when you leave at night. Those who wish to hire security to watch their displays after hours are required to use the same security company that Barrett-Jackson uses for their event. Please refer to the enclosed Directory of Services (under the General Information Link in this packet) for their contact information.

HOURS

Doors open to the public at 8:00A.M. every event day. Sponsors and Vendors may access the site through the Vendor Gate (Gate 2) every morning until 8A.M. (after that time, you may enter through the Main Entrance to the Expo Building (credentials will be required for admittance).

Those Vendors and Sponsors with displays located inside the main building are asked to man their booths at least until 8:00P.M. every evening. Those with exhibits outside the main building are asked to man their displays at least until sundown every evening, and after that, as traffic will allow.

RESTOCKING

Vendors and sponsors who need to restock or switch out materials in their booths may do so during that time one hour prior to the show opening (7a.m.-8a.m.) on each of the event days. Vehicles may be driven onto the site during this hour for the purpose of restocking. **HOWEVER**, vehicles must be removed from the site and into the vendor parking lot prior to the time the doors are opened to the public at 8:00a.m.

GALA EVENING

The event weekend kicks off with our annual festive Opening Night Gala, held inside the Expo Center Building, from 7 PM until about 11 PM. This is a big party for invited guests, including our registered bidders, consigners, local dignitaries and VIP's. Vendors who have booths inside the Expo Building are asked to man their displays for the evening of the Gala, giving you an extra evening for exposure and sales. Vendors with displays outside will not need to man their booths, as the festivities are all held inside the Expo building.

Vendor move-in will be finished by mid-afternoon on Thursday, April 7th - Inside vendors are asked to return between 6:00 and 6:30 P.M. that evening to man their booth. All vendors will park in the vendor parking lot, and access the building through the Vendor Gate – Gate 2. Invited guests will be allowed in the building by 6:30PM, but will not be allowed into the Gala entertainment area until 7:00 P.M. In the meantime, guests will be shopping among the vendor and sponsor displays, until such time as the Gala entertainment area will be opened.



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FAQ's FOR EXHIBITORS

Q: Who is Creative Event Rentals?

A: Creative Event Rentals is an Official event rental supplier of Barrett-Jackson. They provide material handling, furniture rental, labor, carpet and much more.

Q: What is material handling (also known as Drayage)? Do I need it?

A: Material handling is the transportation of exhibit materials or products which exceed hand carry limits to and from the delivery vehicle and your booth; forklifts with operators, removal, storage, security and return of empty boxes and crates, and assistance with other shipping needs. Costs will be billed to you through Creative Event Rentals. DO NOT send packages to Barrett-Jackson, otherwise they will be sent to Creative Event Rentals and you will be charged.

Q: How do I ensure that I receive my advance order rates?

A: Ordering in advance may save you money. Before leaving for the event, confirm with Barrett-Jackson and other contractors that your advance orders have been received and bring copies of all your advance order forms to the event. Ordering at the event site risks availability of selection as well as delivery of services.



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IMPORTANT FIRE DEPARTMENT REGULATIONS

The Fire Marshal has emphasized the Vendors and Sponsors **MAY NOT** store any boxes, packing materials, back stock, supplies, etc. behind any pipe & drape walls inside the building OR tent walls outside the building. **In particular, you must make sure all power boxes and power cables are totally clear from any foreign materials.**

Show management and Fire Department representatives will be making random check throughout the site during the entire week of the auction. ITEMS FOUND BEHIND THE PIPE & 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 materials, 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).

We appreciate your cooperation!



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ATTENTION VENDORS/SPONSORS

THIS IS A NOTICE REGARDING OUR SPECIAL EVENT LIQUOR LICENSE WE OPERATE UNDER DURING OUR AUCTION WEEK.

UNDER THIS SPECIAL LICENSE, ANY PERSON OR COMPANY WHO IS PROVIDING A SERVICE AS A PART OF THE EVENT IS CONSIDERED BY THE STATE AS AN "EMPLOYEE" OF THE COMPANY PRODUCING THE EVENT. **VENDORS AND SPONSORS** ARE CONSIDERED TO BE PROVIDING A SERVICE INTEGRAL TO THE EVENT, AND THEREFORE FALL UNDER THE "EMPLOYEE" UMBRELLA.

IT IS AGAINST THE LAW FOR ANY "EMPLOYEE" TO CONSUME ALCOHOL WHILE WORKING IN YOUR BOOTH AT ANY TIME DURING THE EVENT.

IN ORDER TO BE IN COMPLIANCE WITH STATE LIQUOR LAWS AND SINCE VIOLATIONS MAY JEOPARDIZE OUR "SPECIAL EVENT" LICENSE, BARRETT-JACKSON MUST **INSIST** THAT THERE IS **NO CONSUMPTION OF LIQUOR BY SPONSORS AND VENDORS AND ANY OF THEIR STAFF OR GUESTS WHILE WORKING IN THEIR BOOTHS.** LIQUOR CONTROL HAS GIVEN NOTICE THAT ANY OBSERVED VIOLATION **WILL BE CITED!!**

WE WANT EVERY SPONSOR AND VENDOR'S EXPERIENCE AT BARRETT-JACKSON TO BE A PLEASANT ONE, BUT WE ASK THAT YOU GIVE THIS MATTER YOUR UTMOST ATTENTION AND WE APPRECIATE YOUR COOPERATION!!

BARRETT-JACKSON AUCTION COMPANY