



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

THE WORLD'S GREATEST COLLECTOR CAR AUCTION

DISPLAY SET-UP INFORMATION

Vendors are asked to bring their own carts and dollies to off-load the materials for their displays. If your display has heavy or bulky items which cannot be off-loaded by hand, you may contract with our event decorator, Creative Event Rentals to arrange for forklift and material handling services. If you know you will need this service, it is recommended that you contact Creative Event Rentals in advance to reserve fork lift time at 480-840-0202.

At check-in, you will be given a pass to drive your vehicle onto the site to unload your materials. **Because of extreme congestion, you are asked to off-load your materials to your booth and then remove your vehicle to vendor vehicle holding areas, before setting up your display.**

We will be enforcing a **1 hour** unloading time limit. Do not set your display up while your vehicle is still onsite. Off-load your materials, remove your vehicle, and then come back to set up your display. This procedure is necessary because there is limited access to vendor display areas, and aisles can clog up rapidly when vendors leave their vehicles too long. Chances are, there will be vendors being held at the check-in area, waiting for vendors who have already been cleared to drive on-site to off-load their vehicles. As YOU would appreciate others being considerate of you, please be considerate of others. **No vehicles may be driven into the Expo Center Building to unload. It is urgent that we have your cooperation in this matter.**

All display booths located inside the East and West Expo Halls 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.**

For those booths inside the East and West Expo Halls which have other booths directly on the back side of their displays, **there is a height limit of 8 feet** (the height of the top of the back drape). All displays in these booths should plan construction so that nothing, **in particular signage**, exceeds this 8 foot height limit. Ideally, if a person is looking at the booth directly in back of your display, he should not be able to see any part of your display extending above the 8 foot back drop.

Any part of your display which would extend above the 3 ft. high side rails **should be kept in the back half of your booth.** You may still bring items out to the leading edge of your booth, but these items should be low profile, so as not to block visibility into adjacent booths. Ideally, if a person looking at your booth were to stand at the center point, along the leading edge of your display, he should be able to see clearly into at least the front half of the immediate adjacent neighboring displays.

There will be a few exceptions to the above standards:

*Booths along the south wall of the building (which have no booths immediately behind them) have the height restriction relaxed for parts of their displays taller than the 8 foot back drape. However, **signs or banners must still be kept no higher than 8 feet.**

*Displays in "islands" (aisles on all four sides of the display) have no booths immediately adjacent to them, and therefore are not subject to the 8 ft. height limit.



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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.

Booths **outside** the main building 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 vendor displays. Vendors may construct their displays with components (tables, frames, etc.) along this side edge to separate their display from adjacent vendors. **It is imperative that the display does not exceed the contracted boundaries of your assigned booth.**

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 electrical components, cords, connections, etc. must meet UL requirements. No "homemade" electrical connections will be permitted. Any extension cords used in your display should have three-prong plugs for safety groundings. Fire Marshal and event personnel will do random inspections of electrical hookups to make sure there are no frayed wires or unsafe connections. If any are found, the vendor will be expected to immediately remedy the situation to the satisfaction of the Fire Marshal.

All displays and promotional activities are to be held within the confines of the vendor's reserved space. Handing out promotional materials or any solicitation while wandering aisles is prohibited.

Thank you for your cooperation!!