



Exhibitor Quick Reference Checklist

Pre-Show

- Fax Badge Request form in to Fax 208-773-3391
- Host hotel is the Sheraton Cleveland Airport Hotel. Tel: 216-267-1500 or 800-325-3535 Room rates are \$104 per night. (dB Drag Racing Group Rate). Free shuttle service is available from hotel to airport, and hotel to IX Center.
- Order booth decorator services (carpet, chairs, tables, electric, etc) through IX Center at 800-492-3683. (Booths do not include any of these items, these are optional rental items.)
- If you would like to donate any prizes for the Punchcard promo, please email your prize list with retail values to: charris@dbdragracing.com. We will take the most expensive prize donated and use that for the Grand Prize drawing. All prizes must be brought to the event and given to the staff.
- If you would like to donate prizes to the competitor goodie bags, please email your prize list to charris@dbdragracing.com, and bring prizes to registration desk by 9am on Friday, Oct 7.

Exhibitor Check-In and Setup

- Check-in and setup is on October 7, and runs from 9am – 5pm. The show opens to the public at 6pm on Friday evening.
- If you have a display vehicle in your booth, you will need to obtain a display vehicle pass upon check in. This pass is \$35 per booth display vehicle. (This include Non-commercial pickups, cars and Non-commercial vans) This will be purchased from the IX Center services desk near the registration area.
- If you have a vehicle that you want to drive in the facility to unload your booth materials, you may purchase the display vehicle pass for \$35. This allows you to pull in, drive to booth, unload and immediately pull vehicle out of facility.
- All commercial vehicles, or if pulling a trailer into the IX Center, will require labor to unload/load vehicle. The labor rates are \$56.80 per hour.
- All vehicles entering the show may not have any more that ¼ tank of gas. All gas caps must be locking or taped. This policy will be strictly adhered to and the Cleveland Fire Marshals will be inspecting every vehicle upon arrival.
- All vehicles entering the show, will enter through Door 33. Which is on the NW side of the building.
- Exhibitor parking passes are available upon check-in. 3 day passes are \$21 and will allow you in and out access of the exhibitor parking lot. If you have an oversized vehicle or rig with trailer, the 3-day pass is \$42. These may be purchased at the IX Services desk at check-in/
- Booth Setup – Up to 3 exhibitor employees are permitted to set up booth, the 4th person must be an IX employee. Labor rates are \$56.80 per hour.
- Any show materials that need to be brought into the IX Center must be either hand carried or on a 2 wheeled dolly to avoid labor charges. If you bring a cart, or any other moving device, you will be charged the prevailing labor rate of \$56.80 per hour for labor. If you need labor, check with the services desk upon entering.
- No outside food or drink is allowed in the IX Center.

Show Hours

- Friday, Oct 7 from 6pm-9pm • Saturday, Oct 8 – 11am-9pm • Sunday, Oct 9, 11am-5pm
- Exhibitor access is 1 hour prior to show opening each day.

Competitor Party

- Saturday, Oct 8 from 10pm-Midnight • Velvet Dog Nightclub • Cleveland's warehouse district

Exhibitor Teardown

- Exhibitor teardown will take place on Sunday, Oct 9 from 5pm-11pm. Everything must be out of the IX Center on Oct 9th.