Event Management must receive the request to display a vehicle in the exhibit space **35 days prior** to the first move-in day in order to submit to the convention center by their deadline (30 days prior to the first move-in day).

Exhibitors are required to abide by the rules and regulations of event, convention center and local city and state regulations.

- Fueling or fuel removal while on display is prohibited.
- Vehicles cannot be moved during the event.
- Fuel in the tank shall not exceed a ⅛ of the tank capacity or 5 gallons, whichever is less.
- Fuel tank caps must be locked or sealed to prevent escape of vapors.
- Battery cables must be disconnected and the connecting leads wrapped with electrical tape.
- Keys to the vehicle must be turned into Event Management for the duration of the event.
- Vehicles which drip oil or other staining solutions must have drip pans or dray absorption powder under the vehicle/engine.
- Depending on the exhibit space location, a targeted move-in time may be required. Event Management will notify you if a targeted move-in time is required.
- Shepard Decorating is required to escort any vehicles operated by exhibitors into the exhibit hall, a mobile spotting fee of $209.00 will be charged. Shepard’s Motorized Unit/Vehicle Spotting Fee form will need to be completed and returned.

Exhibiting Company: ___________________________________________ Exhibit Space #: ______
Vehicle Make, Model, Description: ___________________________________________
Fuel Type or Electric: ___________________________________________
Contact: ___________________________________________ Email: ___________________________________________
Phone: ___________________________________________ Email: ___________________________________________
On-site contact if different than above:
Contact: ___________________________________________ Cell: ___________________________
Exhibitor Signature: ___________________________________________ Date: ___________________________

E-mail or fax by February 15, 2019 to:
E-Mail: turbanczyk@rocexhibitions.com    Fax: (630) 271-8234