

**Vehicle Display Authorization**  
**Due Date: October 1, 2021**

Event Management must receive the request to display a vehicle in the booth **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.

- The Orange County Convention Center Guidelines are on page 2 and 3.
- Keys to the vehicle must be turned into Event Management for the duration of the event.
- Depending on the booth location, a targeted move-in time may be required. Event Management will notify you if a targeted move-in time is required.
- Freeman is required to escort any vehicles operated by exhibitors into the exhibit hall. To view Freeman's mobile unit & vehicle spotting form [click here](#).

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Vehicle Make, Model, Description: \_\_\_\_\_  
\_\_\_\_\_

Fuel Type or Electric: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-site contact if different than above:

Contact: \_\_\_\_\_ Cell: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E-mail by 10/1/2021 to:**

E-Mail: [turbanczyk@showmgmtservices.com](mailto:turbanczyk@showmgmtservices.com)

## Orange County Convention Center

### Vehicle Guidelines & Vehicle Display Guidelines

Motorized vehicles within the exhibit halls are permissible, provided that each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft and lawnmowers.

All equipment and freight shall be loaded/unloaded in the appropriate building dock area at all times. The loading/unloading of equipment and/or freight from the main guest exterior entrance areas in front of either building is strictly prohibited.

Tractors/trailers, cabs/trucks or other gas/diesel power equipment with motors idling are not permitted in any OCCC exhibit halls, as appropriate ventilation is not available.

When placing motorized vehicles inside an assembly hall or exhibit, occupancy consideration must be taken into account regarding exits and exit access, so that these areas remain free of any obstructions, thereby ensuring a clear path for emergency egress. Vehicles must be positioned prior to the opening of an event to the public.

Vehicles that remain in the exhibit hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) of a tank or ten (10) gallons of fuel, or whichever is less.

Doorways, carpeted areas, and terrazzo floors must be protected from the movement of vehicles, crates, registration counters, pallet jacks, plants, sign-hanging activities, and all other rolling stock during move-in and move-out. When off-loading counters, booths, and other heavy objects, the use of floor protection and extreme care is required. Carpeted areas must be protected by the use of a minimum six (6) mil polyethylene sheeting (reinforced preferred).

For heavy objects, temporary carpet or plywood on top of reinforced polyethylene sheeting must be used to protect the OCCC's carpet and terrazzo. Worn or torn sheeting must be replaced immediately. Heavy objects are defined as items in excess of 1,500 lbs., exceeding the limits of an average pallet jack. If protective materials are taped to the floor, the Lessee or his/her general service contractor is responsible for the removal of the entire residue.

Each vehicle will be subject to inspection for compliance with the following items:

- All fuel tank openings shall be locked and sealed to prevent escape of vapors.
- Fuel tanks may not contain more than one-fourth capacity or ten (10) gallons of fuel, or whichever is less.
- At least one battery cable must be removed from the batteries used to start the vehicle engine. The disconnected battery cable must be taped.
- Batteries used to power auxiliary equipment are permitted to be kept in service.

- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours.

Vehicles, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

### **Indoor Display Guidelines**

For Bus, RV, Trailers, Manufactured/Constructed Homes.

#### **Passenger Bus (i.e. charter bus not for living aboard)**

- Fire Extinguisher
- Smoke Detector
- Fire Watch required if awning/canopy is used
- Battery cable disconnected
- Fuel level 1/4 tank or 10 gallons, or whichever is lesser amount
- Fuel tank cap locked or taped shut
- Hand rails on stairs

#### **RV/Tour Bus (i.e. liveaboard)**

- Fire Extinguisher
- Smoke Detector
- Fire Watch required if awning/canopy is used
- Battery cable disconnected
- Fuel level 1/4 tank or 10 gallons, or whichever is lesser amount
- Fuel tank cap locked or taped shut
- Gas/propane cooking equipment disconnected and canister removed
- Hand rails on stairs

## Semi Trailers

- Fire Watch required if covered surface exceeds 300 sq. ft or greater

### **If trailer is occupied:**

- Fire Extinguisher
- Smoke Detector
- Hand rails on stairs

### **If tractor remains inside:**

- Battery cable disconnected
- Fuel level 1/4 tank or 10 gallons, or whichever is lesser amount
- Fuel tank cap locked or taped shut