

Vehicle Display Authorization
DUE DATE: September 9, 2022

Event Management must receive the request to display a vehicle in the booth **50 days prior** to the first move-in day in order to submit to the convention center by their deadline (45 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 ¼ 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 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, a mobile spotting fee of \$ per round trip will be charged. Freeman's Motorized Unit/Vehicle Spotting Fee form will need to be completed and returned.

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 or fax 50 days prior to move in to:

E-Mail: turbanczyk@showmgmtservices.com Fax: (630) 271-8234