



**Vehicle Display Authorization**  
**DUE DATE: September 6, 2024**

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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.

- Fueling or fuel removal while on display is prohibited.
- Vehicles cannot be moved during the event.
- Trucks or larger vehicles will require 1/8 of a tank or 3 gallons maximum, whichever is less. NO fuel is allowed to be in the cargo tank.
- Fuel tank caps must be locked or sealed (taped) 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.
- 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.
- Shepard Decorating is required to escort any vehicles operated by exhibitors into the exhibit hall, a mobile spotting fee of \$200.00 per round trip plus tax will be charged. Shepard'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 35 days prior to move in to:**

E-Mail: [drosenstock@rocexhibitions.com](mailto:drosenstock@rocexhibitions.com)