

## BASIC VEHICLE INSTRUCTIONS

STRICT **FIRE REGULATIONS** MANDATE THAT:

- ⇒ All fuel in tanks **must NOT EXCEED ¼ tank or five (5) gallons, whichever is less.**
- ⇒ All vehicle batteries must be disconnected, and cable ends must be taped.
- ⇒ All vehicles must have locking gas caps or gas caps sealed with tape.
- ⇒ All exit doors and fire safety equipment must not be blocked or obstructed.

## MOVE-IN NOTES

- ◆ Show management **requires that a key** and/or a description of the location where you will be storing your vehicle keys after show hours. During show hours, keys should be kept by a responsible person in the display for removal of vehicles in the event of an emergency.
- ◆ It is the exhibitor's responsibility to ensure that all required window labels are securely affixed in compliance with Federal, State and Local laws. If you have any questions, contact your Dealer Association Offices.
- ◆ Please be sure to have your crew chief obtain an ample supply of "empty" labels from the Hargrove Service Desk to expedite the removal of your display crates.
- ◆ Vehicles displayed on turntables may be brought in when the turntable is ready.
- ◆ Under certain circumstances vehicles may come in when exhibits are ready, provided that they do not interfere with other exhibits. Show management must be contacted in these situations.
- ◆ No display trucks or trailers may be stored on convention grounds.
- ◆ All exhibits must be 100% show-ready by 8:00 PM on Wednesday, January 18th.
- ◆ All vehicle fuel gauges will be checked by security to ensure that they meet the fire regulations prior to the vehicle entering the convention center.
- ◆ Personnel may clean vehicles two (2) hours prior to the show opening each day; minor wiping and dusting is permitted during the show.
- ◆ Thursday, January 18th is Public Policy/Press Preview Day with vehicle displays open throughout the day to Policymakers, Press, and members of the automotive trade.

## MOVE-IN INSTRUCTIONS

The move-in schedules have been created to coordinate the unloading of electrical, lighting truss, carpet and floor coverings, display unloading, vehicle move-in, and empty crate removal. All exhibitors ***MUST*** adhere to these schedules. Please see the Hargrove service kit with instructions. Or consult Show Management and Hargrove, Inc. for any questions or adjustment regarding these schedules.