



- Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles in and out of the exhibit areas or have TEG supply an operator when available.
- Mobile units are defined as a piece of equipment that can be pushed or towed to the booth on wheels.
- The facility requires Exhibitors or their agents with vehicles or motorized equipment to have guidance and supervision in and out of exhibit areas. This supervision is required and provided by The Expo Group to prevent damage that may occur to exhibits, or property of others. When necessary, The Expo Group will also move shipping containers that may be in the aisles.
- If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If labor is utilized to push the equipment to the booth, a one hour labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift Equipment & Labor Order Form for rates.

Order online at [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com)

### VEHICLE AND MOBILE UNIT SPOTTING RATES

- Vehicle Spotting - Round Trip \$302.50 / Unit
- Mobile Units\* - Round Trip \$302.50 / Unit

*\*Note: In addition, a one-hour forklift and crew charge will be applied each way for unloading and loading where required. See Forklift Equipment and Labor form for rates*

### IMPORTANT RULES AND REGULATIONS

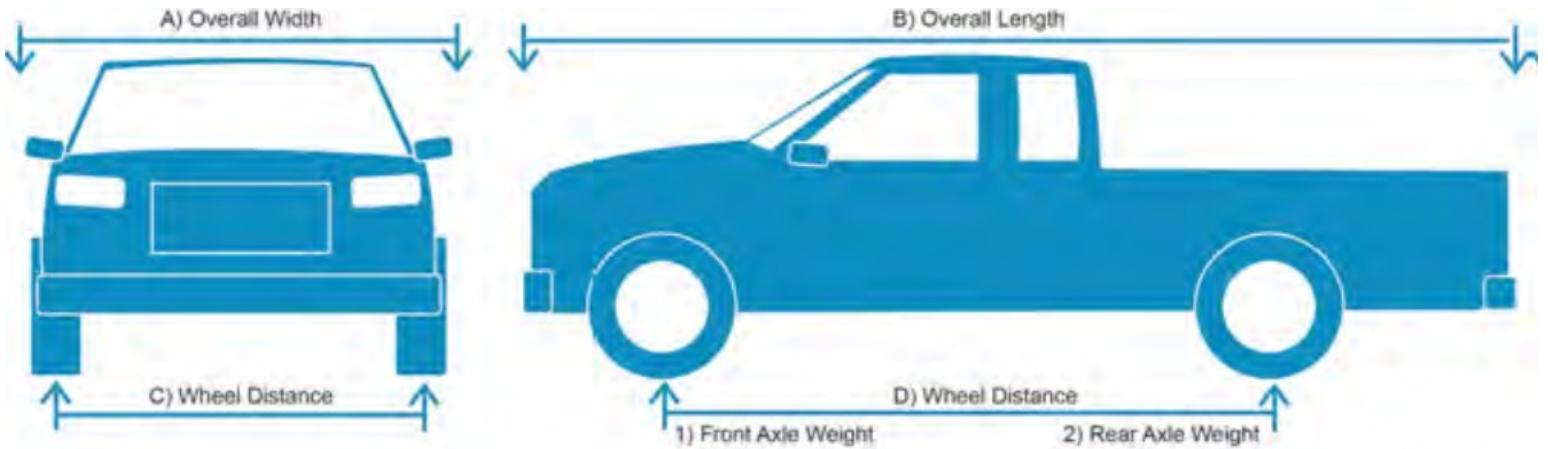
- The City Fire Marshal requires that battery cables must be disconnected in an approved manner.
- Place a protective covering under the vehicle to prevent leaks.
- Fuel tank openings shall be locked and sealed to prevent escape of vapors, vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
- Keys must be given to The Expo Group to be held on-site.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle placement must be Exhibitor supervised. The Expo Group assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Exhibitors must stay clear during movement of vehicle to avoid injury.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Mobile Display Rates apply only to the mobile or motorized display. Any display material brought in via a mobile/motorized vehicle will be weighed and billed at the material handling rates on the Material Handling Rates form.



Return Form by: April 8, 2024

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Company Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Total # of Units: \_\_\_\_\_ Type: \_\_\_\_\_

Provide Vehicle Information for the Largest Unit(s)



Unit Description	Mobile or Motorized	Overall Width	Overall Length	Wheel Distance	Front Axle Weight	Rear Axle Weight	Total Weight

Is a Forklift or Crane Required?  Yes\*  No \*(See Forklift Equipment and Labor form)

Date and Time Exhibitor will be on-site to supervise movement of vehicle

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 On-site Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please notify The Expo Group if you plan to bring in a vehicle by April 8, 2024. Any requests after this date may be subject to additional charges.

Return this form by logging in to [cyberservices.theexpogroup.com](https://cyberservices.theexpogroup.com) and click on "File Uploads". Or, email us at [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com).