



# EXHIBITOR SERVICE MANUAL

October 20-23 (Exhibits 21-23) | Las Vegas, NV  
Las Vegas Convention Center

## MOTORIZED VEHICLE NOTIFICATION

**Deadline Date: September 15, 2015**

If you plan on having a motorized vehicle on display in your booth, please complete the form below and submit to ISSA by **September 15<sup>th</sup>**. It is also necessary to complete the *Vehicle Placement Order Form* in the GES Services section.

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_  
Your name \_\_\_\_\_ Title \_\_\_\_\_  
Phone number \_\_\_\_\_ Email address \_\_\_\_\_  
On-site contact name \_\_\_\_\_ Title \_\_\_\_\_  
On-site contact cell phone number \_\_\_\_\_

- Fuel tanks shall have no more than 1/4 tank or 5 gallons capacity (whichever is less), and must be closed or sealed to prevent escape of vapors.
- Place protective covering under the vehicle.
- Tanks cannot be refueled or emptied inside the facility.
- Fuel tanks must be equipped with a locking gas cap.
- Battery cables must be disconnected once the vehicle is positioned.
- The engine cannot be operated during show hours.
- During non-show hours, vehicles must be locked.
- No repairs or alterations may be made on vehicles while on display.
- Vehicle cannot be moved until during exhibit hours
- Exhibitors must provide fire extinguishers.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway
- 36" of clear access or aisles must be maintained around the vehicle.

Onsite Contact Signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit form to Kim Althoff ([kim@issa.com](mailto:kim@issa.com)) or fax: 847-982-0819