

Vehicle/Trailer Request

All exhibitors wishing to display a vehicle or trailer in the Center in their booth must complete and return this form with deposit to IDDBA no later than **April 6, 2017**. Please return to exhibitorservices@iddba.org, or fax to 608-238-6330. For your safety, please do not email credit card numbers.

Vehicles

- Exhibitors are not allowed to bring vehicles into the Center unless prior written acceptance has been given by IDDBA and the Center.
- Any request must be submitted in writing to IDDBA no later than April 6, 2017. Include pictures or drawings; height, width, and length dimensions; positioning in the booth; and purpose of the vehicle in the booth.
- If any violations of the rules occur, as determined by IDDBA Show Management will be charged \$1,000.
- There are on-site mobile unit spotting charges by GES to assist with the move-in and placement of the vehicle. These charges are the responsibility of the exhibitor.
- Due to the nature of setting up a trade show, move-in dates and times are very limited - contact IDDBA for details.
- Insurance and security of property are the responsibility of the exhibitor. Call IDDBA for details.

If the vehicle is motorized:

- Fuel in the tanks of display vehicles shall not exceed one fourth (1/4) or five gallons, whichever is less, of their capacity.
- All display vehicle gas caps shall be taped or locked.
- Battery cables must be disconnected and taped to avoid sparking.
- A set of keys to the vehicle must be turned over to IDDBA and will be returned at the end of the show.
- A non-flammable protective covering must be placed under the vehicle to protect the carpet/floor from tire tracks, oil drips, or any other staining solutions.
- The vehicle may not be started, run, or moved, once placed, during the remainder of move-in, or during show hours.
- All vehicle displays require a permit from the Anaheim Fire Department. All cost incurred shall be the sole responsibility of the exhibitor. Contact IDDBA for information.

Any violation in vehicle regulations including late forms will result in refusal and/or forfeiture of the security deposit and removal of vehicle and/or closure of booth.

Exhibiting Company:

Booth Number:

Contact Person:

Contact Company (if different):

Phone:

Fax:

Email:

Vehicle Description:

Vehicle Dimensions:

Purpose of Vehicle in Booth:

I have enclosed: (Be sure all are included/checked before submitting)

- ☐ Drawing
- ☐ Picture

For more information or if you have questions, please contact:

Exhibits Team

636 Science Drive, Madison, WI 53711

Phone: 608-310-5000 Fax: 608-238-6330

Email: exhibitorservices@iddba.org