2023 Exhibitor Service Manual

# Vehicle Display Form

Company Name: _____ Booth Number: _____

Pre-show Contact Name: _____

Telephone: _____ Fax: _____

Email: _____

On-Site Contact Name: _____

Make of Vehicle: _____ Model of Vehicle: _____

Date and Time of Scheduled Vehicle Delivery: _____

**Any exhibitor wishing to display a motor vehicle in their booth must:**

- Complete this form and return it to Show Management by **December 2, 2022**.
- Obtain and submit to Show Management by **December 26, 2022**, a **Temporary Operational Fire Permit** approved by Clark County Department of Building & Fire Prevention.
  - **How to obtain the Temporary Operational Fire Permit from Clark County:**
    - Submit a Temporary Operational Fire Permit Application & pay application fee
    - Submit a photo of vehicle to be displayed
    - Submit 2 copies of your booth drawing with vehicle location, booth structures and exits on 8.5"x11" page
    - Submit 2 copies of Fire Marshall Approved Floor Plan of the entire Exhibit Hall on 11"x17" page *(Contact Show Management to obtain the exhibit hall drawings) Must Be On 11"x17" page.*
    - Narrative describing any operations of the vehicle or equipment during the display
  - Please refer to the Clark County Fire Department's Display Motor Vehicles Guidelines: Vehicle Permit Guidelines.

**Please note:** All vehicles must be scheduled through Freeman and a Vehicle Spotting Fee will be charged. See the Spotting Fee Order Form for exact pricing from Freeman.

**Vehicle Display Safety Regulations**

The following regulations apply to all gas and liquid fueled vehicles to be displayed at the Mandalay Bay Convention Center.

- Less than 1/8 tank of fuel or 5 gallons, whichever is less.
- Batteries to be removed or disconnected.
- Locking gas caps or caps sealed with tape.
- Ignition keys removed.
- Propane tanks to be removed.
- Each vehicle must be equipped with its own fire extinguisher.
- Visqueen or other protective covering approved by MBCC placed underneath vehicle.
- Vehicles shall not be fueled or refueled within the building.

**Please send the form to:**

Ashley Van Der Stuyf
Operations Manager
AshleyV@ppai.org
3125 Skyway Circle North
Irving, Texas 75038
www.ppai.org