



Charlotte Convention Center
Charlotte, NC

Vehicle Display Authorization
DUE DATE: September 23, 2022

Event Management must receive the request to display a vehicle in the booth **35 days prior** to the first move-in day in order to submit to the convention center by their deadline (30 days prior to the first move-in day).

Exhibitors are required to abide by the rules and regulations of event, convention center and local city and state regulations.

- Motor fuel-operated vehicles used for display shall have NO LESS than 1/4 tank or 5 gallons, whichever is less
- Batteries shall be disconnected
- Fuel access points shall be closed and sealed to prevent unauthorized tampering
- Vehicles shall not be du-fueled or re-fueled while inside the structure
- Depending on the booth location, a targeted move-in time may be required. Event Management will notify you if a targeted move-in time is required.
- Freeman is required to escort any vehicles operated by exhibitors into the exhibit hall, a mobile spotting fee of \$375.00 per round trip plus tax will be charged. Freeman’s Motorized Unit/Vehicle Spotting Fee form will need to be completed and returned.

Exhibiting Company: _____ Booth #: _____

Vehicle Make, Model, Description: _____

Fuel Type or Electric: _____

Contact: _____

Phone: _____ Email: _____

On-site contact if different than above:

Contact: _____ Cell: _____

Exhibitor Signature: _____ Date: _____

E-mail 35 days prior to move in to:

E-Mail: exhibits@shpe.org

MOBILE UNIT & VEHICLE SPOTTING

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels.

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 into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:

1. Batteries should be disconnected in an approved manner.
2. 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.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36" clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

SPOTTING FEES

Mobile Units * \$375.00 per unit (round trip)

Vehicles..... \$375.00 per unit (round trip)

*** Note:** 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 rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.