



Vehicle/Trailer Request

Form Due April 8

All exhibitors wishing to display a vehicle or trailer in their booth must complete this form and return it to IDDBA no later than April 8, 2022 to al@iddba.org.

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 (via this form) to IDDBA no later than April 8, 2022. Include pictures or drawings; height, width, and length of the vehicle/trailer in your booth.
- If any violations of the rules occur, as determined by IDDBA Show Management, the exhibitor will be charged \$1,000 and may result in the removal of the vehicle/trailer and/or closure of the booth.
- 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.
- Visqueen or other floor protector must be placed under the vehicle.
- A set of keys to the vehicle must be turned over to IDDBA and/or show security and will be returned at the end of the show. One key to the vehicle must remain in the booth at all times during the entire license period.

If the vehicle is motorized:

- All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gallons (38L) of fuel, whichever is less.
- Trucks or other large vehicles will require a half tank or 10 gallons maximum, whichever is less. No fuel is allowed to be in the cargo tank. The cargo tank of the transport must be empty and purged of vapor before being brought into the convention center.
- The minimum amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 10 gallons. These vehicles are required to have a shut-off valve on the storage container. For Hydrogen Vehicles, the fuel valve must be in the off position but no requirement on amount of hydrogen fuel.
- At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.
- Separate batteries that are used for auxiliary equipment are allowed to remain connected.
- The vehicle may not be started, run, or moved once placed for the remainder of move-in, or during show hours.
- More information regarding vehicle restrictions can be found on the [Georgia World Congress Center website](https://www.gccga.com/).

Any violation in vehicle regulations including late forms will result in refusal, removal of vehicle and/or closure of booth.

Request for a vehicle/trailer in your booth is due April 8, 2022. Send to al@iddba.org.

Once processed, we will email you a confirmation.

Exhibiting Company Name

Booth #

Contact Name:

Phone #

Email

Vehicle Description

Vehicle Dimensions

Purpose of Vehicle in Booth

I have enclosed the following required items: (Be sure all are included/checked before submitting.)

- ☐ Drawing showing positioning of vehicle/trailer in booth
- ☐ Picture of the vehicle/trailer

If you have any questions, contact IDDBA at al@iddba.org or phone 608-310-5000.

For IDDBA Use Only

Approved: _____

Date: _____