

Sunbelt Builders Show™

August 8 - 9, 2018 ~ Hilton Anatole Dallas, TX

VEHICLE / TRAILER DISPLAY PERMIT APPLICATION

Required prior to any vehicle being moved inside a building.

Applicant must abide by all Show, Hotel and Shepard instructions and provisions.

OWNER AND CONTACT INFORMATION					
Owner Name		Phone #		On Site?	Y N
Contact Person		Phone #		On Site?	Y N
Owner Address					
Owner City, ST & Zip					
VEHICLE OR TRAILER INFORMATION					
Make		Model / Length			
Year		Color			
Engine Fuel Type		Fuel Tank Level	<input type="checkbox"/> N/A	<input type="checkbox"/> 1/4	
EVENT INFORMATION					
Event Name	Sunbelt Builders Show	Event Location	Hilton Anatole, Trinity Exhibit Hall		
Vehicle Arrival Date	Monday, August 6	Interior Location			
Vehicle Arrival Time	7 a.m.	Vehicle Move-out Date	10 a.m. Friday, August 10		
SPECIAL NOTES AND COMMENTS					
SHOW USE ONLY					
Approved:	Y	N	Inspection Fee Required:	Y	N
Authorized Signature:			Amount:		
			Date:		

VEHICLE / TRAILER PERMIT APPLICATION INSTRUCTIONS

This application is to be filled out in its entirety and provided to the Sunbelt Builders Show™ management no less than two weeks prior to the vehicle move in date.

Special Provisions for Motorized Vehicles or Trailers

Gas/diesel driven vehicles or equipment will not be allowed onto the property until the vehicle has been approved and tagged by the Fire Marshal.

Prior to tagging the vehicle, the Dallas Fire Department will inspect for:

- Gas Level - Must have 1/4 tank or less of fuel, but no more than 5 gallons.
- Gas Cap - Cap must be taped shut if not self locking.
- Battery - Both leads must be disconnected from the battery and taped with no metal touching terminal leads.

The Hilton Anatole Hotel Security Department will also log the vehicle. Be advised that the Hilton Anatole Hotel Security Department will hold the keys to all vehicles. Keys will only be released to authorized personnel.

- A. Definition: Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine using Class I or Class II fuel, such as, but not limited to: automobiles, trucks, motorcycles, aircraft, or water craft.
- B. All motorized vehicles displayed, shall have batteries disconnected per Dallas Fire Department policy, outlined above.
- C. Fuel supplies in vehicles on display shall not exceed ¼ of a tank of gas. The tank must be purged with carbon dioxide (CO₂).
- D. All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape to preclude inspection by viewers. Tractors, chainsaws, power plants and other fuel-powered equipment shall be safe guarded in a similar manner.
- E. All motor vehicles must be clean before entering exhibit/ballroom space. Runners must be in place at all move in/move out entries consisting of visqueen.
- F. Vehicles on display require visqueen and a drip pan under the vehicle.

Shepard Exposition Services requires trailers and mobile units to complete and submit the included Mobile Spotting form and the payment authorization form. Motorized vehicles, in addition to the completed Mobile Spotting form and payment authorization form, need to order visqueen from the exhibitor kit or plan on providing your own visqueen. If you are providing your own visqueen, the visqueen will need to be installed prior to your vehicle driving into the exhibit hall.

Submit applications to: Sunbelt Builders Show™
313 E. 12th Street, Suite 210
Austin, TX 78701

Sunbelt@TexasBuilders.org
Or FAX to (512) 476-6427

**NO VEHICLES WILL BE ALLOWED IN THE BUILDING WITHOUT AN APPROVED PERMIT ON FILE
AND APPROVAL FROM THE FIRE MARSHAL**



Mobile/Vehicle Spotting

Sunbelt Builders Show

Hilton Anatole Trinity Exhibit Hall & Ballroom - Dallas, Texas

August 8 - 9, 2018

Discount Deadline **Wednesday, July 18, 2018**

Event Code: T150520818

Connect With Us!

email houston@shepardes.com
 phone (832) 799-5700
 fax (832) 415-0517
 mail 10001 Fannin St, Houston, TX 77045

Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
 All vehicles must be escorted on and off the floor by a Shepard representative.
 Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must arrive on **Monday, August 6, 2018 by 7:00 AM**

All vehicles must be removed no later than **Friday, August 10, 2018 12:00 PM**

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations

Battery Cables must be disconnected
 Gas Cap must either be taped shut or have a lockable gas cap.
 Must contain less than 1/4 tank of gas.

Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Code	Qty	Item	Each Way
35108		Motorized Unit/Vehicle Spotting	\$ 100.00

Visqueen is required under your mobile unit. Visqueen can be ordered via the exhibitor kit or plan on providing your own visqueen. If you are providing your own visqueen, the visqueen will need to be installed prior to your vehicle driving into the exhibit hall.

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Bar: \$ _____
 8.250% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature