

# 2024 Vehicle Display Form

This form is required for Fire Marshal approval prior to moving in any vehicles and trucks in the Henry B. Gonzales Convention Center, Exhibit Hall 3. This information will help ensure a smooth move-in for all exhibitors.

Company Name \_\_\_\_\_

On-Site Contact \_\_\_\_\_

On-Site Contact Cell \_\_\_\_\_ On-Site Contact Email \_\_\_\_\_

Make/Model of Vehicle \_\_\_\_\_

Truck Dimensions \_\_\_\_\_

Driver's Name \_\_\_\_\_ Driver's Cell \_\_\_\_\_

***All trucks and vehicles will move-in Monday, June 24, 2024. Show Management will send written confirmation of your approved vehicle delivery time.***

**Please mail or email form by May 6, 2024 to:** Annette Hicks, CMP  
 Texas Food & Fuel Association  
 West 15<sup>th</sup> Street, Suite 510  
 Austin, TX 78701  
 Email: [ahicks@tffa.com](mailto:ahicks@tffa.com)

**Vehicle Display Safety Regulations:** Vehicles may be allowed in the facility for display purposes, provided they meet the following requirements:

- Gasoline powered vehicles on display must have fuel maintained at **¼ or less (5 gallons)** or minimum amount needed for driving in, positioning, and driving out of the exhibit hall.
- Fuel tank caps must be locked or taped shut.
- Battery cables must be disconnected, and the connecting leads wrapped with electrical tape. A master battery disconnect switch may be used to disconnect all electrical circuits.
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require all batteries in the vehicle be disconnected.
- A vehicle may have an alternate power supply connected if it meets the following criteria:
  - ✓ Constant attendance at the vehicle during open show hours.
  - ✓ Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
  - ✓ During public display times, fuel systems and the starting circuits shall not be operable (i.e., fuses pulled or circuit breakers disconnected.)
- Vehicle keys must be kept with the security team or show management while vehicle is displayed.
- Vehicle may not operate without prior approval of Fire Marshal and must be present the entire time vehicle is running.

**Questions? Contact Annette Hicks, [ahicks@tffa.com](mailto:ahicks@tffa.com) – direct line: (512) 617-4302**

— TEXAS FOOD & FUEL ASSOCIATION —

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