

This form is required for Fire Marshal approval prior to moving in any vehicles and trucks in the Fort Worth Convention Center, Exhibit Halls B-E. 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 Saturday, June 17, 2023. Show Management will send written confirmation of your approved vehicle delivery time.

Please mail or email form by May 5, 2023 to:

Annette Hicks, CMP
Texas Food & Fuel Association
401 West 15th Street, Suite 510
Austin, TX 78701
Email: 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 $\frac{1}{4}$ 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 – direct line: (512) 617-4302