

Exhibiting Company:	
Booth Number:	
On-Site Representative:	
On-Site Cell Phone Number:	

Written Notification of plans to bring a vehicle onto the show floor must be made to the show management and to **Goben CS** at least (3) weeks prior to the show set-up date so that the proper permits can be obtained.

The spotting fee (tiered pricing) per vehicle, is for guidance to the booth (round trip) with vistek under vehicle at final destination. For Vehicles other than 2 or 4 wheel please contact our office for pricing. A Goben CS Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor. If you are unable to Move in at the designated time or do not arrive promptly for your appointed time additional labor rates will be charged at \$50.00 per 30 min. If you do not follow the Fire Marshal regulations and you have to leave and come back then additional charges will apply. Please note - If your vehicle is lifted off a flatbed or any other type of trailer, towed or pushed using Goben CS equipment, additional charges for the lift/hitch/driver will be added and you will need to sign a labor ticket for billing. These services are considered forklift labor. Please order this service from the forklift labor order form within the exhibitor manual or online.

### Fire Marshal Regulations

- **Vehicles not on the Floor Plan will not be allowed on the show floor.**
- Fuel tanks shall not be more than a quarter full or contain more than 10 gallons of fuel, whichever is less
- Fueling/de-fueling of vehicles is prohibited in the building
- Disconnect the positive lead of the battery. The disconnected battery cable shall be taped
- Fuel caps must be taped or locked to prevent the escape of vapors
- LP tanks should be removed from all vehicles

### Goben CS Regulations

- The movement of motorized vehicle will require guidance to their respective booth by a Goben CS representative to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles
- The vehicle must meet all state and federal insurance requirements
- Vehicles shall not be moved during the show hours
- The driver must hold a valid driver's license

**Spotting Fee for standard vehicle (SUV or smaller) \$150**  
**Spotting Fee for mid-size vehicle (Transport Van or similar) \$200**  
**Spotting Fee for large vehicle (Armored Truck or similar) \$300**

Vehicle Description	Height	Width	Length	Weight	Total

THIS FORM MUST BE ACCOMPANIED BY:  
 CREDIT CARD BILLING CARD AUTHORIZATION or the  
 THIRD PARTY CREDIT CARD BILLING FORM. ORDERS  
 WITHOUT PAYMENT CANNOT BE PROCESSED.

Spotting Fees:	
Misc	
Total	