



VEHICLE / MACHINERY SPOTTING SERVICE

Submission Deadline: **Thursday, August 8, 2019**

Company Name: _____ Booth: _____

Spotting is the placement or "dropping" of a vehicle, trailer or machine on the show floor and its subsequent removal from the show floor. Exhibitors with vehicle(s) or machinery, self-propelled or pushed, scheduled for display must notify Hargrove in writing of such intent.

Exhibitors with vehicular or machinery displays must complete and return the following form to Hargrove **by Thursday, August 8, 2019**. A target move-in time for the vehicle(s) and/or machine(s) will be assigned based upon this information. Any off-target or unscheduled vehicle/machinery deliveries may be assessed additional charges.

Vehicle Spotting Rate:

\$300 per vehicle, round trip

(additional requirements, such as towing, will be charged on a time and materials basis)

Rules Regarding Display Vehicles and Spotting Service

Liquid- or gas-fueled vehicles, fueled equipment, boats or other motor craft must be maintained in the following condition when displayed or stored inside of the Walter E Washington Convention Center:

- Batteries must be disconnected.
- Fuel in fuel tanks cannot exceed one-quarter tank or 5 gallons (19 L), whichever is least.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering (tape may be used).
- Vehicles, fueled equipment, boats or other motor craft equipment cannot be fueled or defueled within the building.

Additionally:

- Vehicles must be removed from the premises immediately upon conclusion of the event.
- All spotting service orders are subject to Hargrove's Payment Policy and Limits of Liability.
- Key(s) should be available to Show Management and/or Hargrove at all times.

Description of vehicle(s) to be spotted:	Length	Width	Height	Weight	# of axles	Cost* per vehicle	Total
1.							
2.							
3.							

* Additional requirements, such as towing will be charged on a time and materials basis.

TOTAL:

Additional Instructions:

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Please submit with payment by Thursday, August 8, 2019.