

The Outdoor Adventure & Travel Show

CALGARY

March 19 & 20, 2022
Stampede Park, BMO Centre
Hall B & C

EXHIBITOR MANUAL



WELCOME AND THANK YOU

for choosing to be a participant in The Outdoor Adventure & Travel Show - Calgary.

Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at the
Stampede Park, BMO Centre
on Friday March 18, 2022 at 9am and management will be available to assist you for the duration of the Show.

**For specific information and guidelines related to COVID19, please refer to the [COVID19 section](#) of the manual.*

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GENERAL INFORMATION

Show Location

Stampede Park, BMO Centre

Hall B & C
20 Roundup Way SE,
Calgary, AB
T2G 2W1
Exhibitor Entrance – Overhead Door 13

[MAP TO FACILITY](#)

Show Dates & Times

Saturday, March 19, 2022	10:00 am – 6:00 pm
Sunday, March 20, 2022	10:00 am – 5:00 pm

Exhibitor Move-in Times

Friday, March 18, 2022	9:00 am – 8:00 pm
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Exhibitor Move-Out Dates & Times

Sunday, March 20, 2022	5:00 pm – 10:00 pm
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Produced By

National Event Management
Suite #102
260 Town Centre Blvd.,
Markham ON
L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859
Fax: (905) 477-7872

Exhibitor Coordinator

Haelee Jones
905 477-2677 or (800) 891-4859 Ext 233
Email: haelee.jones@nationalevent.com

Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of “early booking discounts” please note booking deadlines.

[CHECK LIST](#)

AUDIO / VISUAL RENTALS

ADVANCED PRICING ORDER DEADLINE: March 4, 2022

If you require audio visual equipment in your booth, please click the link below and login to your account to place your service order online.

[ONLINE ORDERING LINK](#)

When accessing the link, scroll down and click “The Outdoor Adventure & Travel Show”

If this is your first-time ordering from Calgary Stampede Event Services, you must Add a New User Account before you can place your first order. If you need assistance with the online ordering system, please contact:

Calgary Stampede Exhibitor Services

Phone: (587) 433-5653
Email: exhibitorservices@calgarystampede.com

If you wish to fill out the PDF form instead, please note there is a \$25.00 manual processing fee, for all paper order forms.

[ONLINE ORDERING LINK](#)

[AUDIO VISUAL ORDER FORMS](#)

[CALGARY STAMPEDE PAYMENT FORMS](#)

BADGES & PRE-REGISTRATION

REGISTRATION DEADLINE: March 3, 2022

Each exhibitor will be provided with a select number of personalized name badges. The quantity of badges assigned to you will be dependent on your booth size. Badges must be worn at all times to gain entrance to the show.

Badges will have your company name only and should be picked up at the show.

***NEW* Contact Tracing Requirements**

You will be required to provide contact details for all staff members working the booth to allow for contact tracing.

All booth staff must be pre-registered with Show Management before move-in using the below digital form.

Please [follow this link](#) to complete your contact tracing form. You will receive a confirmation email upon completion. Please notify Show Management if any changes occur after form submission.

[CLICK HERE TO COMPLETE THE FORM](#)

BOOTH ACCESSORY PACKAGES

BOOKING DEADLINE: February 25, 2022

An all-inclusive, booth accessory package is available which contains: a draped booth, carpet, 1 black-skirted table (6 feet long x 30 inches high), 2 chairs, an electrical outlet, and one 3-day parking pass. If you did not order at the time of booking and wish to have this package, please complete the order form below.

There are no substitutions to this package. All packages regardless of booth size contain 1 table and 2 chairs. If required, additional furniture can be ordered through the Show Decorator at their usual rates.

To order a Booth Accessory Package, return the All-Inclusive Booth Package Order form to your sales rep.

[ALL-INCLUSIVE BOOTH ACCESSORY PACKAGE ORDER FORM](#)

BOOTH CLEANING

ORDER DEADLINE: March 7, 2022

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming please click the link below and login to your account to place your service order online.

[ONLINE ORDERING LINK](#)

If this is your first-time ordering from **GES**, you must create an account before you can place your first order. If you need assistance with our online ordering system, please contact our Exhibitor Services Centre at 800-636-8235. For all other questions please contact:

GES

Phone: (403) 243-2212

Email: exhibitorserviceswest@ges.com

[ONLINE ORDERING LINK](#)

[BOOTH CLEANING ORDER FORM](#)

[PAYMENT FORM](#)

BOOTH INSTALLATION & DISMANTLING

ORDER DEADLINE: March 7, 2022

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

Should you require assistance setting up or dismantling your booth, please click the link below and login to your account to place your service order online.

[ONLINE ORDERING LINK](#)

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GES

Phone: (403) 243-2212

Email: exhibitorserviceswest@ges.com

[ONLINE ORDERING LINK](#)

[BOOTH INSTALLATION & DISMANTLE ORDER FORM](#)

[PAYMENT FORM](#)

COVID- 19

The Outdoor Adventure Show is committed to you and our guest safety and well-being. We are continuing to monitor the COVID-19 situation. If any regulations change from the government and facility, we will keep you up to date on all protocols. If you have any questions or concerns, please contact your sales rep or exhibitor coordinator haelee.jones@nationalevent.com

Current covid protocol:

All attendees and exhibitors need to be fully vaccinated or show proof of a privately paid, negative COVID test within 72 hours. Proof of vaccination status will be checked upon entry.

CUSTOMS BROKER

Cross Connect Customs & Logistics is our designated official customs broker to coordinate customs clearance of goods destined for The Outdoor Adventure & Travel Show. Please make sure you contact them at least one month prior to the event in order to arrange your custom needs.

If you have any questions please contact:

Pat D'Alessandro

info@crossconnectcl.com

Cell: 416-726-7229

[CUSTOMS & SHIPPING ORDER FORM](#)

CUSTOM COUPONS

Raise awareness and increase traffic to your booth by distributing Customized Coupons to the Show. There is no limit to the number of coupons you may distribute to your professional and personal databases.

Please email your high-resolution logo in .jpeg, .eps, or .pdf format with fonts outlined to Haelee Jones Haelee.Jones@nationalevent.com.

ELECTRICAL

ADVANCED PRICING ORDER DEADLINE: March 4, 2022

Electrical is not supplied to your booth. If you require an electrical hookup in your booth, please click the link below and login to your account to place your service order online.

[ONLINE ORDERING LINK](#)

When accessing the link, scroll down and click “The Outdoor Adventure & Travel Show”

If this is your first-time ordering from Calgary Stampede Event Services, you must Add a New User Account before you can place your first order. If you need assistance with the online ordering system, please contact:

Calgary Stampede Exhibitor Services

Phone: (587) 433-5653

Email: exhibitorservices@calgarystampede.com

If you wish to fill out the PDF form instead, please note there is a \$25.00 manual processing fee, for all paper order forms.

[ONLINE ORDERING LINK](#)

[ELECTRICAL ORDER FORMS](#)

[CALGARY STAMPEDE PAYMENT FORMS](#)

FOOD SAMPLING

FORMS SUBMISSION DEADLINE: February 21, 2022

If you are planning on sampling food or beverage product(s) in your booth, please note there are **two** necessary forms to complete. Please send a copy of each completed form to Haelee.Jones@nationalevent.com. Food samples are limited to a 2 oz. portion and beverage samples to 2 oz as well.

1. Please complete the below Food Sampling Form and send it to: **Calgary Stampede Food & Beverage Department** at CSKitchen@calgarystampede.com

FOOD SAMPLING FORM

2. Please complete the below “Alberta Health Services Vendor Package” There is no fee involved. **Please send a copy of your completed form to haelee.jones@nationalevent.com.**
 - a. Please ensure you are complying with the guidelines listed within the application. If you do not complete this form, and do not comply with the guidelines, you could be closed down if an inspector comes to the show.
 - b. If you have any questions, call 403-943-2295 to speak with **Calgary Environmental Public Health**.

ALBERTA HEALTH SERVICES VENDOR PACKAGE

FOOD SAMPLING FORM ALBERTA PUBLIC HEALTH

Food & Beverage Rentals

If you require Food & Beverage equipment in your booth, please click the link below and login to your account to place your service order online.

ONLINE ORDERING LINK

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Calgary Stampede Exhibitor Services

Phone: (587) 433-5653

Email: exhibitorservices@calgarystampede.com

If you wish to fill out the PDF form instead, please note there is a \$25.00 manual processing fee, for all paper order forms.

All food & beverage sampling is subject to current health restrictions in place at the time.

FOOD & BEVERAGE RENTALS

CALAGARY STAMPEDE PAYMENT FORMS

FREE PASSES

Prior to the show, 15 free admission passes will be mailed to the shipping address provided on your booth contract. These passes should be used to invite your clients or special guests to the show. Please email your sales representative, if you would like to provide an alternate mailing address for the tickets. We will also be e-mailing you a unique promo code that is valid for 10 free ticket registrations, as well as universal promo code for discounted tickets to share with your clients, friends and family. **Physical passes are not to be handed out on site, unless you are leaving them at the Will Call desk for pick-up.**

HOTEL

BOOKING DEADLINE: February 17, 2022

Rooms and discounted rate will only be held until the specified date.

Rooms will then be subject to availability at prevailing rates.

We have obtained a group rate of \$159.00 + taxes for single or double occupancy at Calgary Marriott Downtown Hotel.

Calgary Marriott Downtown is located at:

110 9th Avenue SE

Calgary AB

T2G 5A6

Reservations may be made by calling 1-800-896-6678 or 403-266-7331 or by [booking online here](#).

To receive this rate you must mention that you are with **National Event Management** when booking. Rates cannot be changed at check-in/check-out times if you fail to identify your affiliation at the time of booking.

ICE

ORDER DEADLINE: March 1, 2022

If you require ice during the show, please contact dina@nationalevent.com for the required information/forms needed.

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as "additional insured".

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

LOADING DOCKS

Stampede park, BMO center now uses voyage control! Voyage control will allow all exhibitors to move in safely and efficiently. More information regarding voyage control and how to use it will be coming soon.

Dollies and a pump truck will be available for your use. If you require a forklift to move material from the dock to your booth, a forklift will be available to you. However, if you have excessive forklift requirements please contact Dina Latina (dina@nationalevent.com) to discuss your needs as a charge may apply.

LOADING DOCK MAP

MOVE-IN INSTRUCTIONS

Move-in Times: Friday March 18, 2022 9:00 am – 8:00 pm

- **All exhibitors must officially register before setting up.** Exhibitor Registration will take place at the Exhibitor Check in desk during move in just inside door 13.
- **All exhibits must be set up by 8:00 pm Friday.** Exhibitors will not be permitted to set up during show hours.
- The aisle carpet will be in place Saturday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items will be allowed to be brought in on Saturday.
- Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.

DIRECTIONS & PARKING

MOVE-OUT INSTRUCTIONS

Please note that move-out will begin once the show has closed, the aisles are cleared and the aisle carpets removed. If you are able to hand carry your supplies out to your car, we encourage you to do so.

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited. A fee will be charged if you move out early, as there are attendees still in the hall who have paid to attend the show.

All material must be removed by 10:00 pm

Items left on the show floor after move-out time will be forced off the floor. Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

Carts and dollies are not permitted through the front doorways of the exhibit hall. They are only permitted through the overhead doors.

PARKING

BOOKING DEADLINE: March 4, 2022

To pre-order discounted parking passes, please click the link below and login to your account to place your service order online.

[ONLINE ORDERING LINK](#)

When accessing the link, scroll down and click “The Outdoor Adventure & Travel Show”

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Calgary Stampede Exhibitor Services

Phone: (587) 433-5653

Email: exhibitorservices@calgarystampede.com

If you wish to fill out the PDF form instead, please note there is a \$25.00 manual processing fee, for all paper order forms.

[ONLINE ORDERING LINK](#)

[EXHIBITOR PARKING ORDER FORM](#)

[CALGARY STAMPEDE PAYMENT FORMS](#)

[PARKING MAP](#)

[DIRECTIONS & PARKING](#)

PLUMBING

ADVANCED PRICING BOOKING DEADLINE: March 4, 2022

If you require plumbing equipment in your booth, please click the link below and login to your account to place your service order online.

[ONLINE ORDERING LINK](#)

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[ONLINE ORDERING LINK](#)

[PLUMBING ORDER FORM](#)

[PAYMENT FORM CALGARY STAMPEDE](#)

RULES & REGULATIONS

Booth Display & Restrictions

Diagram #1: Sample of the drape provided for your booth

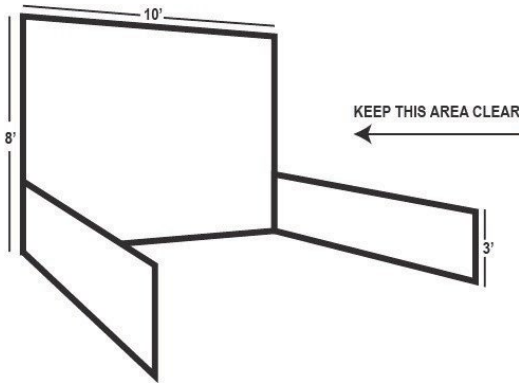
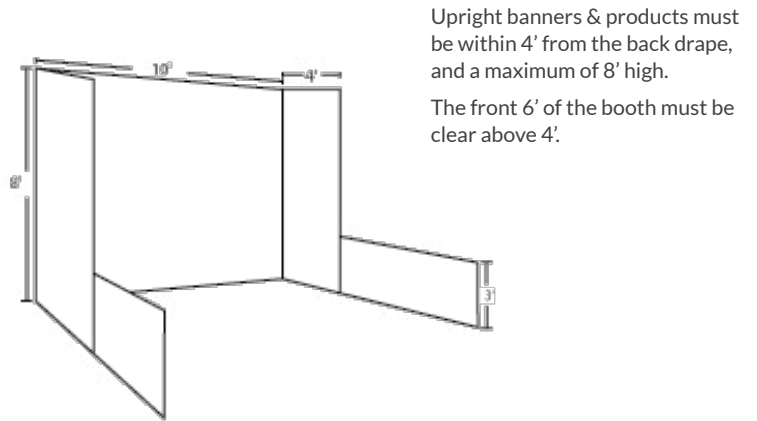


Diagram #2: Sample of display allowance



Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

Carpet or Flooring

Carpet or Flooring is mandatory for all exhibits. You can use the show decorator below or you are welcome to bring in your own at your own cost. See Tape Restrictions below.

Tape (Floor, Wall, and Carpet Damage)

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audio visual equipment is used, the sound must be subdued to such an extent as to ensure it's having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial/State, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859, ext. 224.

FIRE REGULATIONS

Animals in the Show

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com; 905 477-2677 ex: 224) regarding approval and the necessary forms.

Helium Balloons

Helium balloons are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Dina Latina (dina@nationalevent.com) if you wish to use helium balloons in your display.

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct to Show: March 18, 2022

PLEASE NOTE: **The facility will NOT accept shipments prior to the Show move-in date.** Show Management will sign for the delivery on your behalf during move-in hours only. Your materials will be left at the dock until you arrive. To move your items to your booth space, pump trucks and dollies will be available at no charge. Should you require assistance or the use of a forklift, please contact Dina Latina (dina@nationalevent.com) as charges may apply.

Please address shipments to:

Company name Booth number

The Outdoor Adventure & Travel Show

Stampede Park, BMO Centre – Door #21

20 Roundup Way S.E.,

Calgary, AB

T2G 2W1

The most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier:

Cross Connect TWI Group

Pat D'Alessandro

info@crossconnectcl.com

Cell: 416-726-7229

SHIPPING ORDER FORMS

Pre-Show Shipping

If you choose the official show carrier as your freight carrier, they will warehouse materials for up to 30 days prior to the Show at no charge and deliver them to the show on move-in day.

Please address Advance Warehouse Shipments to:

Exhibitor Name, Booth #

c/o The Outdoor Adventure Show & AB Bike Show

YRC – 75 Dufferin Place S.E., Calgary, AB – T2C 4M2

SHIPPING ORDER FORM

Shipping enquiries must be finalized 14 days prior to show move in date. **Be sure your shipment is labeled clearly.**

Please Note: You may choose to use another carrier however, keep in mind that not all carriers deliver and pick up during our scheduled move in/move out times.

SHOW DECORATOR (TO ORDER TABLES, CHAIRS, ACCESSORIES, ETC.)

ORDER DEADLINE: March 7, 2022

8ft back drape and 3 ft side drape are supplied for your exhibit space. If you require tables, chairs or additional booth supplies, these items can be rented from the Show Decorator:

Show Colours

- **Booth Drapes : Blue**
- **Aisle Carpet : Green**

Carpet or Flooring is mandatory for all exhibits. Your booth space does not include carpet, tables or chairs. You can rent these items from the show decorator or you are welcome to bring in your own. See Tape Restrictions in the Rules & Regulations section.

To place an order with the Show Decorator, please click the link below.

[ORDER ONLINE](#)

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GES

Phone: (403) 243-2212

Fax: (403) 223-3868

Email: exhibitorserviceswest@ges.com

[ORDER ONLINE](#)

[FURNITURE & ACCESSORIES ORDER FORM](#)

[PAYMENT FORM](#)

SIGNAGE INSTALLATION (HANGING OF BANNERS / RIGGING)

ADVANCED PRICING ORDER DEADLINE: March 4, 2022

If you require the hanging of banners from the ceiling and/or rigging of equipment in your booth, please click the link below and login to your account to place your service order online.

[ONLINE ORDERING LINK](#)

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[ONLINE ORDERING LINK](#)

[SIGNAGE INSTALLATION FORMS](#)

[CALGARY STAMPEDE PAYMENT FORMS](#)

TELEPHONE / INTERNET / WIFI

ADVANCED PRICING ORDER DEADLINE: March 4, 2022

Please Note: This venue has paid WIFI only.

If you require Telephone/ Internet/ or WIFI equipment in your booth, please click the link below and login to your account to place your service order online.

[ONLINE ORDERING LINK](#)

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[ONLINE ORDERING LINK](#)

[TELECOMMUNICATIONS ORDER FORM](#)

[CALGARY STAMPEDE PAYMENT FORMS](#)

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable material may be required to eliminate damages from leaks of gas, oil, etc., at the exhibitor’s expense.

- The batteries shall be disconnected.
- Fuel in the fuel tanks shall not exceed one-fourth (1/4) of tank capacity or 5 gallons (19 L), whichever is less. Fuel tanks will be inspected for leaks.
- Fuel tanks shall be closed and sealed.
- Vehicles or equipment shall not be fueled or de-fueled inside the building.
- The location of vehicles or equipment shall not obstruct means of egress.
- Fuel storage. Fuel for vehicles or equipment shall be stored in approved containers in an approved location outside of the structure.
- Refueling shall be performed outside.
- Fuel spills shall be cleaned up immediately.
- When a compressed natural gas (CNG) or liquefied petroleum gas (LP) powered vehicle is parked inside a place of assembly, all the following conditions shall be met:
 1. The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP-gas container shall be closed and the engine shall be operated until it stops. Valves shall remain closed while the vehicle is in-doors.
 2. The hot lead of the battery shall be disconnected.
 3. Dual-fuel vehicles equipped to operate on gasoline and CNG or LP-gas shall comply with this section and Sections 2414.2 through 2414.5.3 for gasoline-powered vehicles.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

Exhibitors must provide a set of keys, the contact name, and phone number of the person responsible to remove the vehicle(s) to Show Management.