



**MOBILE UNIT & VEHICLE SPOTTING**

Exhibitors or agents with mobile units or vehicles will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment than can be pushed or towed to the booth on wheels.

Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas or have Freeman supply an operator when available.

Each vehicle shall comply with the following:

1. Batteries should be disconnected in an approved manner.
2. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
3. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
4. No leaks underneath vehicles.
5. At least 36" clear access or aisles must be maintained around the vehicle.
6. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

**SPOTTING FEES**

Mobile Units \* ..... \$208.75 per unit (round trip)

Vehicles..... \$208.75 per unit (round trip)

**\* Note:** If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is utilized to push the equipment to the booth, a one hour rigging labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift & Rigging Labor Order Form for rates.

**LIST MOBILE UNIT DIMENSIONS AND WEIGHT**

**Please note: Specify pounds or kilograms, metric or imperial.**

Please list:

Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_

Type of Mobile Unit: \_\_\_\_\_

**CHECK EQUIPMENT NEEDED FOR HANDLING**

**Please note: Equipment is charged on an hourly basis with a one-hour minimum. Do not underestimate on the capacity.**

Forklift Capacity:  5,000 lbs.  10,000 lbs.  15,000 lbs.  4-Stage  Other: \_\_\_\_\_

Additional Equipment:  Boom  Straps  Riggers  Spreader Bar  Blade Extensions

Crane Capacity:  30 Ton  50 Ton  Other: \_\_\_\_\_

**REQUIREMENTS AND DETAILS**

Vehicles will be scheduled in according to the Target Move-In Schedule. Exhibitor may be subject to supplemental charges if the vehicle is off-target and additional labor is required to clear aisles for access to the exhibitor booth.

For questions or changes, please contact:

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