



# Vehicle Access Form - V111

## London Convention Centre

Form to be completed by Dealership, Owner or Client  
One form per Dealership/Owner

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Event Displayed: \_\_\_\_\_ Event Date: \_\_\_\_\_

**Part A** (Dealership/Owner to fill in)

<p><b>Vehicle 1</b> Make/Model: _____ Colour: _____ License Plate: _____</p> <p>Driver name picking up: _____</p> <p><b>Signature of Driver:</b> _____ <b>Date:</b> _____</p>
<p><b>Vehicle 2</b> Make/Model: _____ Colour: _____ License Plate: _____</p> <p>Driver name picking up: _____</p> <p><b>Signature of Driver:</b> _____ <b>Date:</b> _____</p>
<p><b>Vehicle 3</b> Make/Model: _____ Colour: _____ License Plate: _____</p> <p>Driver name picking up: _____</p> <p><b>Signature of Driver:</b> _____ <b>Date:</b> _____</p>
<p><b>Vehicle 4</b> Make/Model: _____ Colour: _____ License Plate: _____</p> <p>Driver name picking up: _____</p> <p><b>Signature of Driver:</b> _____ <b>Date:</b> _____</p>
<ul style="list-style-type: none"> <li>➤ Vehicles must <u>arrive in predetermined time</u> before the event (based on dock or event space availability)</li> <li>➤ Vehicles must be <u>picked up in the predetermined time</u> after the event (storage charges may apply)</li> <li>➤ <u>Please read Conditions &amp; Regulations on reserve side and Sign &amp; Date</u></li> </ul>

**Part B** (LCC to fill in) Event Planning Manager: \_\_\_\_\_

<p>Vehicles will be delivered on: Date: _____ Time: _____ (confirm timing with ES)</p> <p>Vehicles to be picked up on: Date: _____ Time: _____ (confirm timing with ES)</p> <p><input type="checkbox"/> Vehicle Preparation and Cleaning required on dock (charges may apply)</p> <p><input type="checkbox"/> LCC required to move vehicle(s) in place (charges may apply)</p> <p><input type="checkbox"/> Dealership/Owner will move vehicle(s) in place (LCC spotter required)</p>
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(Please return completed form, signed & dated to the LCC Event Planning Team)



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## CONDITIONS & REGULATIONS

### Access

Access to the Loading Dock entrance is off of Wellington Road. The best route is to exit at Wellington Road North from Hwy. 401 and remain on Wellington Road to downtown London. Just after Horton Street you will pass under the railway tracks. Proceed through the traffic lights at York Street and the Loading Dock is just north of York on the right hand side.

### Preparation and Cleaning (preauthorization is required)

1. If the vehicle requires onsite cleaning, all cleaning including washing/hosing down of vehicles must take place inside the loading dock area before the vehicle is taken to the event space. The dock has a hose for this purpose. The exhibitor must supply ALL OTHER CLEANING SUPPLIES. (charges may apply)
2. The vehicle tires must be wiped down to avoid staining/markings on the fully carpeted event space. Once the vehicle is cleaned and wiped down, it can be moved to the event space.
3. The Dealership/Owner must also supply the following to protect the flooring:
  - Plastic sheeting underneath the engines
  - Floor pads for underneath the tires

### Displays and Control

1. Vehicles are moved by LCC staff with driver's licence on file at LCC (charges may apply) or moved by the Dealership/Owner
2. All vehicles being moved must have an LCC spotter
3. Vehicles must be moved in a fluid motion, no dry turns to avoid carpet damage
4. As per Fire Code 2007, Code # 2.12.1.7 located in section B2 it states that "*where a covered mall is used for the display of fuelled equipment, batteries shall be disconnected and caps for fuel tanks shall be locked or secured against tampering.*" Therefore all Vehicles on display within the LCC must be equipped with a lock-on type fuel tank cap and fuel tanks must not be filled beyond  $\frac{3}{4}$  mark in order to allow for expansion of product.
5. Vehicles on display must be locked, continuously supervised or battery disconnected.
6. Running of displayed vehicles during the exhibit/event is prohibited unless approved by the fire prevention division.
7. Propane charged cylinders are not permitted inside the LCC.
8. Vehicle keys must be turned over to the Event Services staff once the vehicle is placed in show area. Keys are locked in the LCC security office. Access to keys is through the Event Services Supervisor.
9. Dealership/Owner responsible for any damage to carpet tiles, building fixtures, etc (charges may apply).
10. The LCC is not responsible or liable for vehicles as per details on event order.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_