

# Vehicle Access Form - V111

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)

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

**Part B** (RBC Place London to fill in) Event Planning Manager: \_\_\_\_\_

Vehicles will be delivered on: Date: _____ Time: _____ (confirm timing with ES)
Vehicles to be picked up on: Date: _____ Time: _____ (confirm timing with ES)
<input type="checkbox"/> Vehicle Preparation and Cleaning required on dock (charges may apply)
<input type="checkbox"/> RBC Place London required to move vehicle(s) in place (charges may apply)
<input type="checkbox"/> Dealership/Owner will move vehicle(s) in place (RBC Place London spotter required)

(Please return completed form, signed & dated to the Event Planning Team)

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## CONDITIONS & REGULATIONS

### Access

Our very accessible Loading Dock entrance is off of Wellington Road. 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. The Loading Dock is only accessible from Wellington Road travelling North due to the centre boulevard.

### Preparation and Cleaning (pre-authorization is required)

1. If the vehicle requires onsite cleaning, all cleaning including washing/hosing down of vehicles must only 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 RBC Place London (RBCPL) associates with drivers license on file at RBC Place London (charges may apply) or moved by the Dealership/Owner
2. All vehicles being moved must have an RBCPL 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 RBC Place London 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 and 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 RBC Place London.
8. Vehicle keys must be turned over to the Event Services team once the vehicle is placed in show area. Keys are locked in the RBC Place London ES office. Access to keys is through the Event Services Supervisor.
9. Dealership/Owner is responsible for any damage to carpet tiles, building fixtures, etc. (Minimum \$50.00 charge may apply).
10. RBC Place London is not responsible or liable for vehicles as per details on work order.

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

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