



February 8 - 11, 2018

## 2018 GREATER TOLEDO AUTO SHOW

To: Participants of the 2018 Greater Toledo Auto Show

From: Toledo Automobile Dealers Association

Re: **PROCEDURES FOR CHECKING-IN DISPLAY VEHICLES**

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This letter is intended to set out and clarify the requirements for all vehicles that will be displayed inside the SeaGate Convention Centre during the 2018 Greater Toledo Auto Show.

When the vehicles are entering the Convention Centre a representative of the Toledo Automobile Dealers Association (TADA) will verify there are less than 5 gallons of gasoline in the tank upon arrival. When the fuel level has been verified a color-coded sticker will be placed on the lower left side of the windshield. No vehicles will be permitted to enter the facility without this color-coded sticker and the sticker should remain on the windshield of the vehicle for the duration of the show.

Once the vehicles are in place, a TADA representative will then inspect each vehicle in the display and ensure the following: (1) the gas cap has been securely and completely taped all the way around the cap thus preventing the escape of any gasoline vapors (2) both battery cables have been secured with heavy plastic fasteners to a fixture within the engine compartment. Under no circumstances are battery cables to be reattached without approval of the Toledo Fire Department or show management. Excel Decorators will have plastic fasteners and duct tape available for you to secure the vehicles.

You will also need to supply one set of keys for each vehicle that will be displayed. Keys must specifically identify the vehicle to which they operate.

In addition to the Toledo Fire Department performing audits throughout the Auto Show, TADA will also randomly inspect vehicles to ensure that vehicles continue to comply with these established rules. The Toledo Fire Department will also be issuing citations for those vehicles that are not within compliance.

We all want the 2018 Greater Toledo Auto Show to be the best show to date. Your cooperation in assisting us with these procedures and assuring the safety of the show is appreciated. We look forward to another very successful show. Should you have any questions regarding this or anything else related to the Greater Toledo Auto Show, please contact Kelly Danison at [kdanison@oada.com](mailto:kdanison@oada.com) or (614) 923-2228.