

Vehicle Access

Vehicles are not allowed inside the premises of the GCCC unless they are part of a display.

- If your group will have vehicles as part of your show, you will be required to have temporary vehicle permit from the City Fire Department.
- Your Event Manager will apply for the City permit and provide you with a copy for your records.
- You will be required to have a GCCC Public Safety staff member to monitor the loading docks during the time vehicles move in and out of the building.
- Public Safety will inspect the vehicle and ensure all fire codes have been met.
- A copy of the City permit will be placed in the windshield.

The only exception to this rule is if materials are being delivered that could not be transported into the GCCC unless a vehicle was used to move them.

Rules for Display Vehicles:

- A permit with the City of Columbus must be filed two weeks prior to display vehicle entering the facility. An inspection by the CFO will be scheduled prior to event opening. A fee of \$75.00 will be assessed for the permit and inspection.
- Less than five gallons of fuel must be in the tank. (rule: If the fuel gauge reads empty, this will be sufficient)
- Transfer of fuel on Convention Center property is prohibited
- The fuel cap must be either a locking cap or taped shut
- The battery must be disconnected and both cables secured away from battery
- If a displayed vehicle is approved to be displayed in a carpeted area, such as a concourse or meeting space, carpet protection must be provided from the exhibit hall entrance to the location of the display vehicle. Plastic covering, such as Visqueen, must be underneath the entire vehicle, bumper to bumper.
- Vehicles that are being displayed in the concourse or meeting space must be pushed once on carpet, not driven under power.

The only exception to this rule is if materials are being delivered that could not be transported into the Convention Center unless a vehicle was used to move them. If you feel you have materials that fall under this description, please discuss it with your Event Manager for approval.

Display Vehicle Keys

The Columbus Fire Department requires that the keys belonging to all approved display vehicles located inside the facility must be housed on site with Convention Center Security staff with 24/7 access for emergency purposes.

Vehicle keys will be turned over to Convention Center staff at the time of display inspection. These keys will be stored in a secured location until time of move-out. Vehicle owners also must leave an emergency contact phone number for each vehicle.

Vehicles that are required for exhibit set up/event program must immediately be removed from the facility upon completion of event program/tear down.

If emergency personnel will require the movement of a vehicle using specialized equipment, any additional charges will be billed to the *Licensee*.

Licensee is further responsible for safe operation of and damage resulting from the presence of permitted vehicles.