



To: Participants of the 2018 Columbus International Auto Show

From: Columbus Automobile Dealers Association

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

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

In order to ensure a safe event we will be implementing a three-sticker system on the lower left side of the windshield to indicate a vehicle is in compliance with the Auto Show rules. When the vehicles are entering the Convention Center a representative of the Columbus Automobile Dealers Association (CADA) will verify the needle of the fuel gauge is on or below "E". When the fuel level has been verified the first 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.**

Once the vehicles are in place a CADA 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. Once this has been verified, each vehicle in the display area will have the appropriate color-coded stickers placed on the lower left corner of the windshield. **These color-coded stickers must remain on the windshield of the vehicle for the duration of the show. Under no circumstances are battery cables to be reattached without the approval of the Columbus Fire Department or show management.** Excel Decorators will have plastic fasteners and duct tape available for you to secure your vehicles.

You will also need to supply two sets of keys for each vehicle that will be displayed. Each set of keys must specifically identify the vehicle to which they operate. One set will remain in the CADA office with show management, and the other with Excel Decorators.

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

We all want the 2018 Columbus International 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!