



# Green Fleet Conference & Expo

October 1-2, 2013

Phoenix Convention Center, Phoenix, AZ

## VEHICLE STAGING, DELIVERY & MOVE-IN

You may instruct drivers to deliver your vehicle(s) directly to the loading dock on Monday, September 30, 2013 at your assigned time. We do not have a marshaling yard for this event, so they don't need to check in prior to proceeding to the dock. See the following page for targeted move-in assignments.

**Event Location:**

Phoenix Convention Center  
North Hall 6  
100 N. Third St.  
Phoenix, AZ 85004

The Phoenix Convention Center is suggesting the **REGENCY GARAGE** for those who need to park vehicles overnight before move-in. The average parking rate is \$12.00 per day.

**Regency Garage**

40 N. Second St.  
Phoenix, AZ 85004

Please visit the link below for detailed parking information:

<http://www.phoenixconventioncenter.com/attendee/maps-and-parking.php>

## TARGETED VEHICLE MOVE-IN

All vehicles will move into North Hall 6 on Monday, September 30th between 8:00am and 4:00pm at the targeted times below. Vehicles will NOT be permitted to move in on Tuesday, October 1st as the exhibit hall will already be set for the opening. As a reminder, display vehicles may not also be used in the Ride & Drive Event.

You are required to arrive at the dock ready for inspection 15 minutes prior to your move-in time. Here are the move-in assignments.

**8:00am – 9:00am**

- Mercedes-Benz-USA
- Boulder Electric Vehicle
- VIA Motors, Inc.
- Landi-Renzo USA
- Elio Motors

**9:00am – 10:00am**

- Chrysler Group Fleet
- ROUSH CleanTech
- ADOMANI
- GreenTech Automotive
- Cenntro
- Firefly ESV

**10:00am – 11:00am**

- Hyundai Motor America
- American Honda Motor Co., Inc.
- Venchurs Vehicle Systems
- Westport
- Hino Trucks

**11:00am – 12:00pm**

- The Propane Education & Research Council
- BASF Corporation
- Simpkins Energy
- Ryder Systems
- Green Alternative Systems

**12:00pm – 1:00pm**

- GM Fleet & Commercial
- ICOM North America LLC
- Masterack
- Isuzu Commercial Truck of America
- Ford Motor Company
- Echo Automotive, Inc.



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### Vehicle Fire Marshall Inspection

Prior to driving your vehicle into the exhibit hall your fuel-levels will be verified against the requirements below.

Make sure to get this information into the hands of your vehicle supplier. Once the vehicle arrives onsite it is time consuming and very difficult to drive off or siphon excess fuel.

**FUEL TANKS ARE TO BE NO MORE THAN 1/4 OR 5 GALLONS FULL, WHICHEVER IS LESS.**

Once your vehicle is inside the exhibit hall, please verify against this checklist in preparation for fire marshal inspection.

If you plan to leave your vehicle unattended you must leave the hood open and the driver door unlocked so the fire marshal can access your vehicle. Also, keep your keys at the booth.

ALL vehicles must pass inspection in order for the exhibit hall to open, so don't be the one who holds up the opening!

#### Motorized Vehicle Information & Inspection Checklist:

- Fuel in the fuel tanks shall not exceed 1/4 of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less. (Semi-trucks that cannot operate with 5 gallons or less of fuel down or up the ramps to the exhibit halls shall have the smallest amount of fuel in its tank to make it into the exhibit space.)
- Vehicles or equipment shall not be fueled or defueled on property.
- All fuel tank fill caps shall be self-locking or taped in an approved manner to prevent tampering.
- The battery's positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service. Exhibitors are not permitted to re-connect the battery and turn on the engine at any time before vehicle move-out.
- CNG, LNG, LPG (propane) and hydrogen fuel tanks shall have their emergency shut off valve(s) in the closed position.
- RV's, campers, tractor trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move or relocate a vehicle before a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- In preparation for inspection before the event, the hood (or access to battery compartment) is to be left open and the driver door unlocked when the vehicle is unattended.
- Vehicles cannot be removed during show hours.
- There is a mandatory MOTORIZED UNIT/VEHICLE SPOTTING FEE of \$150 per vehicle. It must have been paid and arranged through Shepard Exposition Services.