Indiana Convention Center
Indianapolis, IN
Vehicle & Mobile Display Authorization
DUE DATE: September 11, 2026
E-mail to exhibits@shpe.org

Event Management must receive the request to display a vehicle in the booth 35 business days prior to the first move-in day in order for SHPE staff to submit to the convention center by their deadline.

Once we receive your form, we will work with you and Freeman to determine a targeted move in day and time.

Exhibitors are required to abide by the rules and regulations of event, convention center and local city and state regulations.

Mobile units are defined as a piece of equipment that can be pushed or towed to the booth on wheels. Vehicles are defined as an automobile, trailer, tractor, crane, etc. that can be driven to the booth under its own power. Each vehicle or mobile display shall comply with the following.

- The maximum amount of fuel (gasoline, diesel, liquefied petroleum gas, and liquefied natural gas) permitted to remain in the tank is less than one-fourth (1/4) of a tank.
- Fuel tank covers must be locked, taped or sealed and approved by the State of Indiana Fire Marshal and City of Indianapolis Fire Department
- The vehicle electronic system shall be deenergized by removing the battery or by disconnecting the battery cables and covering them with electrical tape, to avoid any chance of sparks upon termination of the move-in until commencement of the move-out.
- Fueling and de-fueling of vehicles must occur outside of the ICCLOS. Fuel should be removed with the appropriate safety equipment and may never be "dumped" on ICCLOS property.
- If necessary, precautions may be required to prevent vehicles from rolling. In addition, drip pans may be required under vehicles if any type of product leak is obvious or anticipated.
- Electrical/battery-powered vehicles must recharge batteries outside the building.

Spotting Fees:
Freeman is required to escort any vehicles operated by exhibitors into the exhibit hall, a mobile spotting fee of $484.00 per unit (round trip) will be charged (note if a forklift is needed to tow a mobile unit or vehicle additional charges apply. Freeman's Motorized Unit/Vehicle Spotting Fee form will need to be completed and returned.

Exhibiting Company:_____Booth #:_____

Vehicle Make, Model, Description:_____

Fuel Type or Electric: _____

Contact:_____

Cell:_____Email:_____

On-site contact if different than above:

Contact:_____Cell:_____

Exhibitor Signature:_____Date:_____