

**Vehicle Exhibit Form – Form Nine**  
Permission must be granted by the venue prior to bringing onsite

Exhibition/Event Name:		Event Dates:	
Hall/Location:			
Stand Number:		Stand Name:	
Company:		Contact Name:	
Contact Number:		Contact Email:	
Date Form Completed:			

	Comments
--	----------

Vehicle Details	
Registration Details	
Petrol or Diesel	

*Declaration: The vehicle above for the above show will arrive at the loading gates of the Ricoh Arena already complying with the requirements of the rules and regulations set out below.*

**The following required documentation, as applicable, must be submitted along with this form.**

- All petrol/diesel-fuelled motor vehicles or other petrol/diesel engine equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following:
1. The fuel tanks of motor vehicles manufactured prior to 1984 must contain only sufficient fuel to move the vehicle in and out of the hall, due to the absence of safety features which prevent leakage
  2. Fuel tanks of motor vehicles manufactured from 1984 onwards may contain fuel
  3. Fuel tanks on all other petrol engine equipment must be empty
  4. The fuel tank must be sealed, wherever possible with a lockable cap
  5. Vehicles may require a drip tray and must be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not infringe the stand perimeter
  6. The running of engines during the open period of an exhibition is strictly prohibited
  7. For vehicles required to operate as part of a moving demonstration, "pit" positions must be clearly defined and agreed with the venue. Suitable fire extinguisher(s) must be provided
  8. Filling or emptying of fuel tanks inside the hall is strictly prohibited at all times

**PLEASE NOTE: The Ricoh Arena reserves the right to reject any vehicles from the Ricoh Arena if compliance to the above regulations are NOT met!**

~  
**Due to vehicle emissions, certain areas have restricts on engines being run inside the venue – please speak to your event manager to discuss your access options.**

~  
**As a strict venue policy, all keys for vehicles that have been parked inside the venue must be left onsite in a secure safe at Main Reception – please speak to your event manager**

Comments
----------

--

**Competent Person – To be completed by the competent person appointed by the Exhibition Organiser.**

<b>Declaration:</b>	I hereby sign that I have provided Ricoh Arena with the correct information and agree and understand the fire procedures for Ricoh Arena which are detailed in the Rules and Regulations and E-Guide. As the nominated competent person for the above event I also hereby sign to be the responsible person for this area under the tenancy hours agreed in the tenancy contract for the above event and all applicable legislation.
<b>Additional Comments:</b>	
Please also refer to the attached exhibition risk assessment and details of the Organisers management process to achieve control and compliance	

<b>Signed:</b>		<b>Name:</b>	
<b>Company:</b>		<b>Date:</b>	

<b>Ricoh Arena Use:</b>			
<b>Date Received:</b>		<b>Reviewed By</b>	
<b>Signed Off:</b>		<b>Date:</b>	

Version 1