**Duke Energy Convention Center**

**Cincinnati Fire Department**

**Fire Prevention & Regulations Form**

- Display of Gasoline or Motorized Vehicles & Equipment

**ITEMS THAT REQUIRE FIRE SPECIALIST APPROVAL:**

*(This form may not be required for individual booths if a significant volume of display vehicles are anticipated.)*

- All materials used throughout the exhibition for scenery or decoration shall be treated with an approved flame retardant product. Materials must have a certificate or receipt proving the material has been treated.
- 1. To use or store flammable liquids, compressed gasses or hazardous products
- 2. To display and/or operate any heat production, open flame, candles, lamps, lanterns, torches etc.
- 3. To operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Official
- 4. Any auto, truck, boat, motorcycle, or other fuel propelled or powered equipment.

  □ Fire specialist must be scheduled by DECC
  Event Manager to approve the stipulations below

**VEHICLE INSPECTION PROTOCOL:**

- Maximum amount of fuel permitted to remain in tank is 1/4 (gasoline or diesel)
- Natural Gas Fuel Meter Required for gas leak protection
- Gas caps must be locked or sealed
- Batteries must be disconnected after vehicle is moved into display location
- Drip pans or protective covers must be placed under vehicle
- Carpet squares are required to be placed under tires on carpeted areas
- Vehicles must be clean and dry upon arrival
- Fueling or defueling of vehicles shall not take place in the building
- Approval sticker must be affixed on vehicle by the Fire Department

**Application for use or display of:**

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<th>Quantity</th>
<th>Type &amp; Description - Vehicle / Equipment (including the type and amount of fuel, chemical, etc. and number of units)</th>
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List person who will be in charge of display and/or demonstration for your company:

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**Name of Event: _____________________________ Date of Event: ___________________ Booth No. ____________

Company Name: _____________________________________________ Phone No. ______________________________

Company Address: __________________________________________________________________________________

Ordered By: _________________________________ Signature: _________________________________ Date: ___________

**Approval is valid for the duration of the show or activity and is contingent on safe operation and display.**

Return Form by email, fax or mail to confirm approval:

Duke Energy Convention Center Attn: Facility Services
525 Elm Street Phone: (513) 419.7300
Cincinnati, OH 45202 Fax: (513) 419.7327 Exhibitorservices@duke-energycenter.com

*Revised July 2016*