



Grapevine Fire Department

Fire Prevention Division

Email to TexanExhibitHall@GaylordHotels.com

VEHICLE DISPLAY PERMIT APPLICATION

Permit must be submitted by 12pm—three business days before show move-in.

All vehicles are required to have permit prior to entry in assembly.

| OWNER AND CONTACT INFORMATION | | | | | | |
|-------------------------------|-----|-----------------------|----------------------------|----------------------------|--|-------------------------------|
| Owner Name | | Phone # | | On Site? | <input type="checkbox"/> Y <input type="checkbox"/> N | |
| Contact Person | | Phone # | | On Site? | <input type="checkbox"/> Y <input type="checkbox"/> N | |
| Owner Address | | | | | | |
| Owner City, ST & Zip | | | | | | |
| VEHICLE INFORMATION | | | | | | |
| Make | | Model | | | | |
| Year | | Color | | | | |
| Engine fuel type | | Fuel tank level | <input type="checkbox"/> ¼ | <input type="checkbox"/> ½ | <input type="checkbox"/> ¾ | <input type="checkbox"/> Full |
| EVENT INFORMATION | | | | | | |
| Event Name | | Event location | Gaylord Texan | | | |
| Vehicle arrival date | | Interior Location | | | | |
| Vehicle arrival time | | Vehicle move-out date | | | | |
| SPECIAL NOTES AND COMMENTS | | | | | | |
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| FIRE DEPARTMENT USE ONLY | | | | | | |
| Approved: | Yes | No | Inspection Fee Required: | Yes | No | Amount: |
| Authorized Signature: | | | | Date: | | |

VEHICLE PERMIT APPLICATION INSTRUCTIONS

This application is to be filled out in its entirety and provided to the Gaylord Texan Exhibit Hall **no later than 12pm—three business days before show move-in.** Deadline strictly enforced. Grapevine Fire Department will not accept or approve late permit applications.

Requirements

Liquid-fueled vehicles

- Fuel in tank does not exceed ¼ tank or 5 gallons (whichever is least)
- The fuel tank filler cap shall be secured by the use of duct tape or other means to such an extent that it has been made difficult to remove. A locking gas lid on the vehicle is an acceptable means of securing the filler cap.
- All batteries must be disconnected by disconnecting the positive terminal. (A master battery disconnect switch may be used to disconnect all electrical circuits).
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require that all batteries in the vehicle be disconnected.
- A vehicle may have an alternate power supply connected if it meets the following criteria:
 - Building must be sprinkler protected.
 - Constant attendance at the vehicle during open show hours.
 - Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
 - During public display times, fuel systems and the starting circuits shall not be operable. I.e., *fuses pulled or circuit breakers disconnected.*
- Vehicle must be placed in permanent location prior to inspection by Fire Marshal. Vehicles shall not be moved after inspection is complete.

Electric Vehicles

- State of Charge (SOC) is no greater than 30% capacity
- Vehicles shall not be charged inside the structure.
- Demonstration or test driving is **not** permitted.
- Safety measures to lockout vehicles—PIN to Drive or Showroom mode shall be used to secure vehicles from being placed into gear.

Move-In Procedures

- All vehicle inspections shall be conducted between 8:00AM and 5:00PM Monday through Friday, excluding holidays. All other times require an after hours inspection fee of \$46.00 per hour with a two-hour minimum to be paid at the time of inspection, or in advance via check made to the City of Grapevine, or via credit card at:

<https://www.grapevinetexas.gov/1563/Pay-Online-Fire-Inspection-Fees>

Please reference the show name and the hotel contact you are working with under the “purpose of payment” tab.

- The fire inspector will circle the fuel tank level at the time of move in, but prior to entering the building.

Submit completed application to:

Gaylord Texan Exhibit Hall

TexanExhibitHall@GaylordHotels.com

NO VEHICLES WILL BE ALLOWED IN THE BUILDING WITHOUT AN APPROVED PERMIT ON FILE WITH THE GRAPEVINE FIRE MARSHAL AND EXHIBIT HALL OFFICE.