



NEW VEHICLE MOVE-IN SCHEDULE

WEDNESDAY, MARCH 29, 2023

All car haulers **MUST** check in at the Excel Freight Desk upon arrival. Truck staging is available on 5th Street, 6th Street and Central Avenue around the building where police bags are covering meters. **DO NOT** block the firehouse located on 5th Street.

Questions regarding vehicle move in should be directed to Sonja Winscott at Excel Decorators Inc. She can be reached at 317-856-1300 or via email at swinscott@excel-online.com

A Ramp is on Sixth-west of Elm Street

B Ramp & C Ramp enter through the loading dock on Sixth Street

Exhibit Hall – **Use the A Ramp**

11 A.M. Dream Machine Blvd

12:00 p.m. Kia, Nissan

1:00 p.m. Stellantis

1:30 p.m. Dragonfly Firetruck

2:00 p.m. Chevy

3:00 p.m. Ohio State Highway Patrol

Exhibit Hall – **Use the B Ramp**

12:00 p.m. Audi, Cadillac

12:30 p.m. GMC, Mazda

1:00 p.m. Ford, T-Mobile

1:30 p.m. Toyota

2:00 p.m. F1

Exhibit Hall- [Use the C Ramp](#)

12:00 p.m. EV Showcase

12:30 p.m. Holman Motors, Mini, Subaru, Eclipse

1:00 p.m. Honda, Mercedes Benz, EV Showcase

1:30 p.m. Hyundai, VW

2:00 p.m. BMW, Volvo

You are requested to drive slowly on the plastic to protect the carpet while moving in. Watch for any moving equipment. Because carpet can shift and tear, please have your floorplan of vehicle positioning ready to prevent excessive moving of vehicles. All cars should be in your area prior to the time for the next line group moving in.

GASOLINE REGULATIONS

All vehicles must have 1/8 of a tank of gas or less. Gas caps must be locked or sealed. Batteries must be disconnected once vehicles are in place. Lobby vehicles to have oil pan drip sheet/pan.

No vehicles will be accepted for the displays until the exhibit construction is complete and all empty crates are removed from the exhibit area. Vehicles will not be accepted if they do not meet with the approval of the Cincinnati Fire Division as to gasoline levels and locking or taped gas caps. Contact your exhibit manager or on-site coordinator to ensure that exhibit is complete and ready for vehicles.

VEHICLE KEYS

Once the vehicles are in place, **by order of the City of Cincinnati each line group is REQUIRED to give one set of keys to the Show Office for the duration of the event.** You may check your keys out if needed but they must be returned to the Show Office at the end of each day.

VEHICLE MOVE OUT

NO VEHICLE OR DISPLAY SHALL BE DISMANTLED PRIOR TO 6PM SUNDAY, APRIL 2 ONCE ALL ATTENDEES HAVE LEFT THE BUILDING. Please have sufficient personnel to remove vehicles at the scheduled time. **One driver per vehicle will be admitted to the Exhibit Hall free of charge beginning at 4pm and must check in at the Show Office.** A list of drivers must be submitted to the Show Office for free admission. Any drivers arriving prior to 4pm or not on the list will have to wait or purchase an exhibitor ticket for admission. Any guests accompanying vehicle drivers must also purchase an exhibitor discount ticket for admission (children 12 and under are free). The Greater Cincinnati Auto Dealers Association will not be responsible for vehicles left in outside parking lots or garages.

Vehicles may begin moving out as soon as the show closes and all attendees have left the building.

April 2, 2023- All vehicles are to be moved out of the Duke Energy Center by 8:00 p.m. – NO EXCEPTIONS!