CINCINNATI Auto Expo

MOVE-IN CHECKLIST FOR DRIVERS and TECHS

ICE VEHICLES

- ☐ **Be sure each vehicle is carrying 1/8th of a tank of fuel or less.**
- ☐ **Disconnect the negative battery cable. Positive can remain connected.**
- ☐ **Either tape the post or ensure the cable cannot contact the post.**
- ☐ **Open the fuel door. Tape over either the gas cap or the fuel intake if there is no gas cap. Leave the fuel door open for fire inspection.**
- ☐ **Be sure hood and battery access panels remain open for fire inspection.**

ELECTRIC VEHICLES

- ☐ **Either use the showroom/disable / disengage setting or LOW VOLTAGE DISCONNECT or DISCONNECT THE NEGATIVE LEAD from the 12-VOLT BATTERY.**
- ☐ **Be sure fire inspectors are able to visually inspect the disconnected component – low voltage disconnect or 12-volt battery.**
- ☐ **Be sure the required fire blanket and fire extinguisher are stored at an easily accessible location to EVs and PHEVs. Generally, one blanket and one extinguisher for every five EVs and/or PHEVs on exhibit.**

ALL VEHICLES

- ☐ **Deliver the fob/keys for each vehicle to the Auto Expo management office located off the convention center main lobby near the ticket desks.**