



Welcome to the Oncenter! We thank you for participating in this show and look forward to working with you. Here are some items to prepare for when entering our facility with a vehicle:

1. All vehicles must have  $\frac{1}{4}$  tank of fuel or less
2. Fuel caps must be taped off and cannot be tampered with once onsite  
*\*Fueling or de-fueling once on the grounds is prohibited.*
3. Batteries must be disconnected and taped off.

**Items to note:**

- Please bring tools to disconnect your battery and tape for your fuel cap and battery
- The Oncenter can provide you with shore power for your vehicle; this will need to be preordered to prepare and rent a power inverter if applicable  
*\*If you need to preorder power, please ask your show representative for an online link or paper form . Please put in a note in the comments this is for a vehicle and if you require an inverter.*  
*NOTE: The Oncenter does NOT provide inverters*
- Onondaga County Fire Codes Enforcement and Syracuse City Fire Marshal will perform a walkthrough prior to the show opening. At this time they will check to make sure all of the above items are complete.
- The Event Manager will confirm the vehicle has less than  $\frac{1}{4}$  tank of fuel before allowing entry into the building. You may be denied entry if your fuel exceeds  $\frac{1}{4}$  tank.

\*The Fire Marshal reserves the right to hold doors to the show if these items are not complete. Failure to comply will lead to loss in participation of the show.

**Preparing for the walkthrough:**

At the time of the walkthrough, all of the above preparations must be complete. The show Event Manager will set the time for the walkthrough; if you are not able to be present with your vehicle you will need to leave the vehicle unlocked and/or provide your show contact with the keys. The Fire Safety Staff will pop the hood to the vehicle to ensure the battery has been disconnected as well as open the gas/fuel cap to verify it is taped off. *You are welcome to leave the hood popped and fuel door open if you are not comfortable leaving your keys and/or vehicle unlocked for the walkthrough.*

**Once the show begins:**

Once the Fire Safety Staff has approved all vehicles and the show doors open to allow attendees in, a Syracuse City Fire Marshal will be staffed for the duration of the show. Under no circumstance can the

vehicle's battery be reconnected and/or started while the public is in the building. The Fire Marshal can and will ask you to disconnect immediately if a battery is reconnected during the show.

**After the show ends:**

Once the attendees have left the building and the Event Manager and Fire Marshal verify it is safe, batteries can be reconnected in preparation for departure. The Event Manager will coordinate exits and doors. We kindly ask that you be patient in facilitating this process; we will get your vehicle out as quickly as possible. Upon exiting, please drive slowly and be aware of any vendors packing up, debris from booths, power cords surrounding your vehicles and booths, crew breaking down pipe and drape booths, etc.

Thank you again for showcasing your vehicle at the Oncenter and let's have a great show!