

# VEHICLE GUIDELINES

## **Certificate of Insurance**

A certificate of insurance in the amount of \$3 million in General Liability is required. It must include

- Certificate Holder:** Renaissance Orlando at Sea World
- Additional Insured:** Marriott International Inc, Renaissance Hotel Operating Co., Renaissance Orlando at Sea World Sunstone Hotel Investors

## **Permit**

A special permit is required for any vehicle inside the building or exhibit hall. The exhibit contractor shall make a permit application to the Orange County Fire/Rescue Division, Fire Loss Prevention Management (21) days prior to the set up date.

## **Fuel**

The fuel in the vehicle tank needs to be almost empty, approximately 1/8th full

## **Gas Cap**

All motor vehicle gas caps should lock or be taped in order to prevent any tampering

## **Fuel-Powered Equipment**

Tractors, chain saws, generators, and other such fuel-powered equipment shall be safeguarded in a similar manner

## **Vehicle Movement**

The vehicle should not move into the room without Engineering being directly on site. If Engineering is not available, Security must be present

## **Vehicle Keys**

The keys to all vehicles must be kept at Security

## **Battery Disconnect**

All motorized vehicles which are displayed shall have the battery disconnected at the "HOT" lead. Putting a cap on or taping it shall safely secure the lead

## **Vehicle Operation**

Vehicles are not allowed to be driven into the hotel. They must be pushed unless physical size or weight won't allow

## **Tires**

Plywood should be placed under tires to protect the carpet from friction. Visqueen should be placed under the vehicle to protect from drips/leaks.