Texas Department of Motor Vehicles

SELF-AUTHORIZATION FORM

FOR VEHICLE EXHIBITIONS & NON-SELLING

EVENTS WHERE SALES BY *ALL* PARTICIPANTS ARE PROHIBITED

MOTOR VEHICLE DIVISION, ADMINISTRATION
PO BOX 2293, AUSTIN, TEXAS 78768-2293 ◆ 512/465-3000 ◆ FAX: 512/465-3666

DO NOT USE THIS FORM IF ANY VEHICLE SALES ARE APPROVED

- **SELF-AUTHORIZATION - IS NOT APPROVED** for licensees participating in events at another dealer's licensed location.
- **SELF-AUTHORIZATION - IS NOT APPROVED** at businesses that have member purchasing or member buyer programs unless approved by the Motor Vehicles Division.
- **SELF-AUTHORIZATION - MAY BE APPROVED** for a total of 6 consecutive months. Applicants must then re-apply.
- **SELF-AUTHORIZATION - IS APPROVED -** at financial institutions.
  WHEN SELF-AUTHORIZING EVENTS AT FINANCIAL INSTITUTIONS - APPLICANTS:
  1. **MUST HAVE** vehicles marked with clearly stated signage indicating the vehicles are not for sale at the event,
  2. **MUST NOT** display pricing information in conjunction with the vehicles (EXCEPTION: Monroney stickers must remain as required by Federal law), and
  3. **MUST NOT** make Sales or Offers to Sell.
     Any activity designed to promote, solicit, induce, influence or encourage a consumer to buy, whether it be advertising or other marketing activity, is considered an "Offer to Sell". An "offer to sell" can be the simple writing of a price on the back of a business card and passing the card to a consumer, a banner across the top of a dealership, or a verbal communication of a suggested price to a consumer. Any indication that vehicles may be for sale is a violation, and could subject you to the possibility of investigation and formal complaint action.

MANUFACTURERS AND DISTRIBUTORS ◆ Make sure your license is current ◆ Make sure you are licensed for the vehicle lines entered	***REPRESENTATIVES*** ◆ Make sure your license is current ◆ Make sure you are licensed for the manufacturer, distributor or converter being represented in this event ◆ Make sure the manufacturer/distributor is licensed for the vehicle lines entered
FRANCHISED DEALERS ◆ Make sure your license and the manufacturer/ distributor's license is current ◆ Make sure you and the manufacturer/ distributor are licensed for the vehicle lines entered	***CONVERTERS*** ◆ Make sure your license and the license of the dealer of the underlying chassis for the vehicle conversion entered is current ◆ Make sure your license reflects the trade name of the vehicle conversion product(s) entered in this event

THIS FORM MAY BE DUPLICATED.
Application forms may be found at www.TxDMV.gov - In the Dealers section.

SELF-AUTHORIZATION FORM
FOR VEHICLE EXHIBITIONS & NON-SELLING EVENTS WHERE SALES BY *ALL* PARTICIPANTS ARE PROHIBITED

DESIGNED FOR USE BY
Licensed Manufacturers, Distributors, Representatives, Converters & Franchised Dealers
OF
New Automobiles, Trucks, Buses, Motorcycles, Motor Scooters/Mopeds, All-Terrain Vehicles, Neighborhood Vehicles, Engines, Motor Homes, & Towable Recreational Vehicles

THIS FORM MUST BE SUBMITTED 30 DAYS IN ADVANCE OF EVENT DATE
AND MAY BE SUBMITTED BY FACSIMILE TO (512) 465-3666

Notice: By submitting this form you are self-authorizing your participation in the event.
INCOMPLETE OR INACCURATE INFORMATION
may be used as evidence if a complaint is filed and may result in civil penalties.
■ KEEP A COPY OF THIS FORM FOR YOUR FILES ■

Business Name: _____

Business DBA: _____

Contact Name: _____ Title: _____

Dealer License Number: _____ Manufacturer/Distributor/Converter/ Representative License #: _____

Date License Expires: _____ ☐ License or License Amendment in Process

License Type: ☐ Manufacturer/Distributor ☐ Converter ☐ Representative ☐ Franchised Dealer

Physical Address: _____
Street City County State Zip Code

Mailing Address: _____
Street/P.O. Box City County State Zip Code

Phone Number: (_____) _____ Cell Number: (_____) _____ FAX: (_____) _____

E-mail Address: _____ Event Date(s) _____ through _____
(Entry, Public Attendance and Exit Dates)

Name of Event: _____

Facility/ Event Center: _____

Location/Physical Address of Event: _____
Street City County State Zip Code

The following VEHICLE TYPE CODES are for use when listing vehicles requested for this event on the next page:

AA - Passenger Auto Only	EN - Engine	MH - Motor Homes	TR - Towable Recreational Vehicles
AT - All-Terrain Vehicles	MT - Medium Truck	MS - Motor Scooter/Moped	
BS - Buses	LT - Light Truck	NV - Neighborhood Vehicles	
CV - Converted Vehicles	MC - Motorcycle	OT - Other Vehicle Types	

MANUFACTURER	LINES (Do Not List Models) - (Converters Should List Licensed Products)	TYPE CODE

THIS FORM MUST BE SIGNED BY A PRINCIPAL OR OFFICER OF THE LICENSEE NOT THE PROMOTER

As a PRINCIPAL OR OFFICER, I am the person duly authorized to sign the above application for the party named as licensee herein, and hereby confirm that all statements are true and correct. The applicant is properly licensed for the motor vehicle line-make(s) or products to be entered in the above named event. **I further confirm, after careful research, that if the licensee named herein is a franchised dealer, said franchised dealership is the closest franchised dealer** to the proposed event location for the line-make(s) to be displayed, **OR** I have determined that said franchised **dealership is not the closest franchised dealer to the proposed event location for the line-make(s) to be displayed, and written approval from each like-line franchised dealer located closer to the event site is attached**.

DO NOT SUBMIT THIS APPLICATION WITHOUT ACCOMPANYING CLOSER DEALER WRITTEN APPROVALS (Upon request and with approval by the Division, events in qualifying cities and public event facilities, may be designated as metropolitan events "metro events". In these events all dealers representing the same line in the county of the approved city and any contiguous counties have equal right to participate. Contact your promoter, motor vehicle association, or the Motor Vehicle Division to determine if the event qualifies for the metropolitan exception.)

I certify under penalty of perjury that statements made above and attachments hereto are true and correct. I acknowledge that this is a NON-SELLING EVENT where sales or offers for sale are prohibited and will not take place. I understand and acknowledge that if a complaint is filed with the Texas Motor Vehicle Division alleging non-compliance with any statement herein, upon hearing and proof of the truth of such allegations, the applicant or licensee named herein is the responsible party and will be subject to a civil penalty up to $10,000.00 per day, per violation.

Signature of Principal or Officer | Name (Printed) | Title | Date

The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled upon request to be informed about the information that we collect about you. You may also review and correct the information collected. To be informed about the information collected, or to make an open records request, contact 1-888-368-4689 or MVD_Openrecords@txdmv.