



**Information for Self-Authorization Form**  
 FOR VEHICLE EXHIBITIONS & NON-SELLING  
 EVENTS WHERE SALES BY ALL PARTICIPANTS ARE PROHIBITED

**This form is for NON-SELLING Shows and Mobile or Static Exhibitions of Motor Vehicles**

- ◆ **SELF-AUTHORIZATION - IS NOT APPROVED** for licensees participating in events at another dealer's licensed location with the same motor vehicle type product.
- ◆ **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.

<p><b>MANUFACTURERS AND DISTRIBUTORS</b></p> <ul style="list-style-type: none"> <li>◆ Make sure your license is current</li> <li>◆ Make sure you are licensed for the vehicle lines entered</li> <li>◆ Ride &amp; Drive Programs must be approved by the Department before making application for events under the Program</li> </ul>	<p><b>REPRESENTATIVES</b></p> <ul style="list-style-type: none"> <li>◆ Make sure your license is current</li> <li>◆ Make sure you are licensed for the manufacturer, distributor or converter being represented in this event</li> <li>◆ Make sure the manufacturer/distributor is licensed for the vehicle lines entered</li> </ul>
<p><b>FRANCHISED DEALERS</b></p> <ul style="list-style-type: none"> <li>◆ Make sure your license and the manufacturer/distributor's license is current</li> <li>◆ Make sure you and the manufacturer/distributor are licensed for the vehicle lines entered</li> </ul>	<p><b>CONVERTERS</b></p> <ul style="list-style-type: none"> <li>◆ Make sure your license and the license of the dealer of the underlying chassis for the vehicle conversion entered is current</li> <li>◆ Make sure your license reflects the trade name of the vehicle conversion product(s) entered in this event</li> </ul>

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

DESIGNED FOR USE BY  
Licensed Manufacturers, Distributors, Representatives, Converters & Franchised Dealers  
OF  
New Automobiles, Trucks, Motorcycles, Motor Scooters/Mopeds, All-Terrain Vehicles, ROV's, Buses,  
Neighborhood Vehicles, Engines, Transmissions, Axles, Motor Homes, Towable Recreational Vehicles, and  
any vehicle type by TxDMV as an OTHER type of vehicle

**Notice: By submitting this form you are self-authorizing your participation in the event. THERE IS NO  
RESPONSE FROM TxDMV FOR THE SUBMISSION OF A SELF-AUTHORIZATION FORM.**

**Incomplete or inaccurate information may 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: (\_\_\_\_) \_\_\_\_\_

Email 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

Event Type:  Non-Selling Show  
 Mfg/Dist Ride & Drive  
 Parade  
 School Fundraiser  
 Static Display

