



# Department of Transportation

State of Wyoming



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Governor

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Director

## Document F

### WYOMING TEMPORARY RV DISPLAY & SALES EVENT PERMIT HOLDER INSTRUCTIONS

#### Use of Demo Plates

**W.S. 31-16-126 (a)** Vehicles while included as a part of a licensed dealer's inventory may be operated on highways with demo license plates issued pursuant to W.S. 31-16-125, provided that:

- (i) Demo plates may only be displayed on vehicles owned by or consigned to the dealership;
- (ii) Notwithstanding paragraph (v) of this subsection, a dealer demo plate may only be used on a vehicle operated by a prospective buyer, by a dealership employee with a prospective buyer in the vehicle, or for conducting legitimate dealership business by a dealership employee during normal business hours and for no other purpose except as authorized by the department for good cause shown;
- (iii) A dealer demo plate may not be used on any vehicle which has been sold and is in the possession of the purchaser, or upon any vehicle leased or rented by a dealer;
- (iv) A demonstration by a prospective buyer cannot exceed seven (7) calendar days;
- (v) Owners and employees of the dealership may not operate a vehicle with demo plates for their private purposes or use a demo plate for commercial purposes except as provided by this section;
- (vi) Demo plates cannot be displayed on any of the following vehicles owned by the dealership which shall be titled and registered in the name of the dealership:
  - (A) Tow vehicles;
  - (B) Parts and delivery vehicles;
  - (C) Service department loaners;
  - (D) Courtesy shuttle vehicles;
  - (E) Rental vehicles; and
  - (F) Haulers.
- (vii) Except as authorized by the department for good cause shown, a dealer demo plate shall not be loaned to charitable organizations, parades or shows;
- (viii) A dealer demo plate shall not be loaned or given to any person other than prospective buyers for demonstration purposes;
- (ix) Demo plates shall be designated by "DEMO" above or below the plate numbers;

**W.S.31-16-127(b)(i)(C)** A Temporary Recreational Vehicle Display & Sale Permit Holder may be issued two demo plates.

### **Rules & Regulations - Chapter 5, Section 8**

(b) Demo plates may be used on vehicles operated to or from an auto auction provided:

(i) The demo plate displayed shall be registered to the Wyoming-licensed dealer transporting the vehicle to, or from, an auto auction.

(ii) Each vehicle displaying a demo plate shall be included in the dealer's inventory before a demo plate can be displayed.

(iii) A demo plate shall not be displayed on a vehicle being operated by a dealership employee after normal business hours. Normal business hours are the declared business hours defined in Section 2(d) of these rules and regulations.

(c) Demo plates may be operated by a prospective customer after normal business hours provided this demonstration does not exceed 7 calendar days and meets all the other requirements of W.S. 31-16-126.

### **Issuance of Temporary License Permits**

**W.S. 31-16-126 (d)** Vehicles may be operated without registration for forty-five (45) days from the date of purchase when displaying a temporary license permit issued by a licensed dealer or the department. The form and display of the temporary license permit shall be prescribed by the department.

**W.S. 31-16-127(b)(i)(D)** A Temporary Recreational Vehicle Display & Sale Permit Holder may be issued ten temporary license permits for issuance to purchasers of recreational vehicles at the event.

### **Rules & Regulations - Chapter 5, Section 7**

(a) Requests by licensed dealers for temporary license permits shall be made to the Licensing Section, Wyoming Department of Transportation, 5300 Bishop Blvd., Cheyenne, Wyoming 82009-3340 or to Wyoming ports of entry.

(b) The fee for temporary license permits shall be determined by the department and remittance shall accompany the order. No permits shall be issued until payment is received.

(c) Vehicle dealers shall issue a temporary permit for all retail vehicle sales. When issuing a temporary license permit, all dealers shall advise the permit holder to carry or be able to produce a copy of the dealer's invoice of sale on the vehicle to which the temporary license permit is displayed. This permit serves as evidence of actual purchase of the vehicle.

(d) Dealers shall issue temporary license permits in the same name(s) that appear(s) on the new title for the vehicle sold. Dealers shall not issue subsequent permits on the same vehicle in the same owner's name. Lost or stolen permits shall be reported to the department immediately. Upon department approval, a dealer may issue a duplicate permit in extenuating circumstances.

(e) The dealer shall keep a sequential record in numerical order of every temporary license permit issued. The record shall be readily accessible at the dealer's principal place of business in a separate, permanent file. The dealer shall detach the stub portion of the temporary license permit when the permit is issued and forward the stubs daily to the Licensing and Titling Section, Wyoming Department of Transportation. If a temporary license permit is filled out incorrectly or the sale of the vehicle is rescinded, or if for some other reason the permit is unusable, the dealer shall void and retain the dealer copy of the permit, returning the stub and the window portion of the permit to the Wyoming Department of Transportation Licensing and Titling Section immediately, accompanied with an explanation why the temporary permit was voided.

(f) The required information on the permits shall be typed or printed using permanent ink. The expiration date shown in the middle of the permit shall be completed in permanent ink with large, legible numbers not less than 1-inch high and 1-inch wide, with 2 digits each for the month, day, and year. The expiration date on the temporary registration shall be clearly legible from a distance of at least 30 feet when displayed on the vehicle.

(g) The temporary license permit shall be displayed on the rear of the vehicle, either in the rear window or the license plate bracket, and in all situations in a place where the printed information on the permit and the expiration date can be easily seen.

(i) Temporary license permits shall not be placed in rear windows with less than 70 percent light transparency.

(ii) If a permit holder is used, it shall not cover any of the printed information on the permit, including, but not limited to, the expiration date.

(iii) If a license plate frame is used with a permit holder, it shall not cover any printed information or expiration date on the permit.

(iv) Temporary license permits shall be protected from exposure to weather and road conditions that might render the information on the permit illegible.

(h) Temporary license permits sold to a dealership shall not be loaned or exchanged with other dealerships or be used on vehicles not sold from the issuing dealer's inventory.

(i) The department may refuse to issue additional permits if a dealer violates any statute, rule, or regulation related to the conduct of the dealer's business, or if the dealer fails to account for all temporary license permits the dealer purchased.

## **Daily Inventory Record**

### **W.S. 31-11-107. Daily records of vehicle dealers; penalties for violations.**

(a) Every dealer shall keep and maintain in his place of business, a permanent legibly written daily record of all vehicles and vehicle components which carry a vehicle identification number coming into his possession except those vehicles received by him for the express purpose of repairs that do not require the replacement of any component that bears a vehicle identification number. The record shall include the name and address of the owner or vendor, the date of the transactions, the model year, make and style, vehicle identification number, the state registration license number and the purpose and disposition of the vehicle or component. The record is to be open at all times to the inspection by the department or any peace officer and available for use as evidence. Daily records may be destroyed after retention for three (3) years.

(b) Every person offering or delivering to a dealer for resale or consignment any vehicle or vehicle component which carries a vehicle identification number shall register his name, address and the name and address of the owner in the record kept by the dealer. The driver, on request or demand of the dealer or his agent, shall produce for examination the vehicle state registration license certificate issued to the driver or to the owner of the vehicle.

(c) Any person knowingly violating any provision of this section shall be punished by a fine not to exceed seven hundred fifty dollars (\$750.00), by imprisonment not to exceed six (6) months, or both.

(d) Any person knowingly and with intent to defraud violating any provision of this section shall be punished by a fine not to exceed five thousand dollars (\$5,000.00), by imprisonment not to exceed five (5) years, or both.

## **Permit Holder Statement of Sales**

**W.S.31-16-127(b)(xi)(E)** The \$50,000 surety bond filed by the permit holder shall be returned by the department to the bond holder within thirty (30) days after the last day of the event if no sales were consummated in Wyoming, or one (1) year after the last date of any sales transacted at the event if all conditions and guarantees of the bond have been met.

Note – Upon completion of the event, the permit holder shall return the Temporary Recreational Vehicle Display & Sales Event Permit with the Statement of Sales section completed, along with demo license plates, issued Temporary License Permit stubs, and unused Temporary License Permits. The surety bond will not be returned until these items are received by the department.

## **Contact Information**

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