

The Franchise Show

CHICAGO

April 23 & 24, 2022

Donald E Stevens Convention Center
Hall D



EXHIBITOR MANUAL

WELCOME AND THANK YOU **for choosing to be a participant in** **The Franchise Show -** **Chicago!**

Please take a moment to read the exhibitor manual, which will provide you with all of the necessary information for the preparation and installation of your exhibit. Processing your orders at your earliest convenience will allow us and the service-contractors time to provide you with the best possible rates & service.

The Show Office will be set up at the **Donald E. Stephens Convention Center** on Friday April 22, 2022 at noon and management will be available to assist you for the duration of the Show.

MANUAL QUICK LINKS

General Information (Location, Dates, & Times)	2
Check List	2
Audiovisual	2, 3
Booth Cleaning	3
Booth Installation & Dismantle Services	3
Electrical	4
Exhibitor Badges	4
Exhibitor Parking	4
EZ Backdrops	4
Federal ID Number	5
Food Sampling	5
Free Admission Passes	5
Hotel	5
Insurance	6
Lead Retrieval System	6
Loading Dock	6
Move-in Instructions	6
Move-out Instructions	7
Rules & Regulations	7, 8
Shipping & Deliveries	9
Show Decorator (Furniture & Display Rental)	10
Show Guide Ads & Sponsorship	10
Telephone / Internet / WIFI	10, 11
Vehicles on Show Floor	11

GENERAL INFORMATION

Show Location

Donald E. Stephens Convention Center

Hall D
5555 North River Road
Rosemont, IL
60018

DIRECTIONS

AREA MAP

MAP TO FACILITY

Show Dates & Times

Saturday, April 23, 2022	11:00am – 5:00pm
Sunday April 24, 2022	11:00am – 4:00pm

Exhibitor Move-in Times

Friday April 22, 2022	12:00pm – 6:00pm
-----------------------	------------------

Exhibitor Move-Out Dates & Times

Sunday April 24, 2022	4:00pm – 8:00pm
-----------------------	-----------------

Produced By

National Event Management
Suite #102, 260 Town Center Blvd.,
Markham ON, L3R 8H8
Tel: (905) 477-2677 or (800) 891-4859

Exhibitor Coordinator

Joy Gallaiford
905 477-2677 or (800) 891-4859 Ext 284
Email: joy@nationalevent.com

Director of Operations

Dina Latina
905 477-2677 or (800) 891-4859 Ext 224
Email: dina@nationalevent.com

EXHIBITOR CHECK LIST

Please print a copy of this checklist to assist you in planning for the Show. To take advantage of “early booking discounts” please note booking deadlines.

CHECK LIST

AUDIO / VISUAL RENTALS

ADVANCED RATES ORDER DEADLINE: April 1, 2022

If you require audio visual equipment in your booth, please click the link below and login to your account to place your service order online.

ORDER ONLINE

1. E-mail Address – Enter your e-mail address.
2. Phone Number - Enter your corporate phone number (do not use dashes ex 1261264567)
3. Sign In - Click the “Sign In” button
4. Show Select – Use the pull-down menu to select the show you will be attending
5. Select booth # - Use the pull-down menu to select the booth number
6. Ordering – Use the 7 tabs at the top of the page to navigate the various RES services.
7. Checkout- After you have completed your order(s) click on the cart (located in the top right corner). Review item and make changes, if necessary, then click “Proceed to Checkout”. Enter Credit Card info and click “Continue”.

An order confirmation will be sent via email upon completion.

For all other questions please contact:

RES

Tel: 847-696-2208

Email: customerservice@rosemontexpo.com

[AUDIO VISUAL FORM](#)

[PAYMENT FORM](#)

BOOTH CLEANING

ADVANCED RATES ORDER DEADLINE: April 1, 2022

Exhibitors are responsible for maintaining their own booth space. If you require in-booth vacuuming please click the link below and login to your account to place your service order online.

ORDER ONLINE

1. E-mail Address – Enter your e-mail address.
2. Phone Number - Enter your corporate phone number (do not use dashes ex 1261264567)
3. Sign In - Click the “Sign In” button
4. Show Select – Use the pull-down menu to select the show you will be attending
5. Select booth # - Use the pull-down menu to select the booth number
6. Ordering – Use the 7 tabs at the top of the page to navigate the various RES services.
7. Checkout- After you have completed your order(s) click on the cart (located in the top right corner). Review item and make changes, if necessary, then click “Proceed to Checkout”. Enter Credit Card info and click “Continue”.

An order confirmation will be sent via email upon completion.

For all other questions please contact:

RES

Tel: 847-696-2208

Email: customerservice@rosemontexpo.com

[BOOTH CLEANING FORM](#)

[PAYMENT FORM](#)

BOOTH INSTALLATION & DISMANTLING

ADVANCED RATES ORDER DEADLINE: April 1, 2022

Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

Should you require assistance setting up or dismantling your booth, please click the link below and login to your account to place your service order online.

ORDER ONLINE

1. E-mail Address – Enter your e-mail address.
2. Phone Number - Enter your corporate phone number (do not use dashes ex 1261264567)
3. Sign In - Click the “Sign In” button
4. Show Select – Use the pull-down menu to select the show you will be attending
5. Select booth # - Use the pull-down menu to select the booth number
6. Ordering – Use the 7 tabs at the top of the page to navigate the various RES services.
7. Checkout- After you have completed your order(s) click on the cart (located in the top right corner). Review item and make changes, if necessary, then click “Proceed to Checkout”. Enter Credit Card info and click “Continue”.

An order confirmation will be sent via email upon completion.

For all other questions please contact:

RES

Tel: 847-696-2208

Email: customerservice@rosemontexpo.com

[BOOTH INSTALLATION FORM](#)

[PAYMENT FORM](#)

ELECTRICAL

ADVANCED RATES ORDER DEADLINE: April 1, 2022

Electrical is not supplied to your booth. If you require an electrical hookup, please click the link below and login to your account to place your service order online.

ORDER ONLINE

1. E-mail Address – Enter your e-mail address.
2. Phone Number - Enter your corporate phone number (do not use dashes ex 1261264567)
3. Sign In - Click the “Sign In” button
4. Show Select – Use the pull-down menu to select the show you will be attending
5. Select booth # - Use the pull-down menu to select the booth number
6. Ordering – Use the 7 tabs at the top of the page to navigate the various RES services.
7. Checkout- After you have completed your order(s) click on the cart (located in the top right corner). Review item and make changes, if necessary, then click “Proceed to Checkout”. Enter Credit Card info and click “Continue”.

An order confirmation will be sent via email upon completion.

For all other questions please contact:

RES

Tel: 847-696-2208

Email: customerservice@rosemontexpo.com

ELECTRICAL FORM

PAYMENT FORM

EXHIBITOR BADGES

FORM SUBMISSION DEADLINE: April 1, 2022

We have implemented a new automatic badge system to simplify the request process. Please [follow this link](#) to complete your badge request form. You will receive a confirmation email upon completion.

Exhibitors are provided with up to a maximum of 7 personalized name badges based on the size of your booth.

10x10 booth - 3 booth staff

10x20 booth - 5 booth staff

300 feet or larger - 7 booth staff

Contact Tracing Requirements

You will be required to provide contact details for all staff members working the booth to allow for contact tracing.

All booth staff must be pre-registered with Show Management before move-in using the above digital form. Please notify Show Management if any changes occur after form submission.

For more information, please see the COVID19 section of the manual.

Badges will be available for pick up at the Show Office during move-in and must be worn to gain admittance to the Show.

ONLINE BOOKING LINK

EXHIBITOR PARKING

The venue maintains a parking deck across River Road (behind Embassy Suites Hotel) that connects to the Convention Center via a skybridge. Exhibitors can purchase a 3-day parking pass (Friday-Sunday) from the service center for \$25. This pass has in/out privileges. Otherwise, parking is \$15 per day

DIRECTIONS

AREA MAP

EZ BACKDROPS

If you require a pop-up banner or backdrop, please contact:

EZ Backdrops

Phone: 678-717-1222

Email: angie@ezbackdrops.com

www.ezbackdrops.com

FEDERAL ID NUMBER

The Federal ID Number for the venue is **36-6009134**. You will require this number to clear customs.

FOOD SAMPLING

SUBMISSION DEADLINE: March 23, 2022

If you are planning on sampling food or beverage product in your booth, please complete the below "[Food Sampling Guidelines & Form](#)" and send it to favoretto-paul@aramark.com and joy@nationalevent.com. Food samples are limited to a 2 oz. portion and beverage products to 2 oz.

**** With the below form, please submit your insurance certificate with \$1,000,000.00 liability insurance, naming the following as additional insured. (1) The Village of Rosemont, (2) Donald E. Stephens Convention Center, (3) Aramark Sports & Entertainment, LLC, 9301 Bryn Mawr Avenue, Rosemont, IL 60018, (4) National Event Management Inc., 260 Town Centre Blvd., Suite 102, Markham, Ontario, L3R 8H8****

FOOD SAMPLING GUIDELINES & FORM

Please note:

- Beverage samples must be served in lidded cups.
- Food samples must be served in individual enclosed containers.
- Napkins must be handed to attendees, not set out.

If you are preparing food on-site or intend on serving liquor, there will be additional forms to complete. Please notify Joy Gallaiford (Joy@nationalevent.com).

If you would like to pre order food to you booth for your staff. Please see form attached or contact;

RES

Tel: 847-696-2208

Email: customerservice@rosemontexpo.com

CATERING ORDER FORM

PAYMENT FORMS

FREE ADMISSION PASSES

Raise awareness of your franchising initiatives and increase traffic to your booth by distributing Customized FREE ADMISSION passes to the Show. There is no limit to the number of FREE passes you may distribute to your professional and personal databases.

Please email your high-resolution logo in **.jpeg**, **.eps**, or **.pdf** format to Joy Gallaiford.

HOTEL

BOOKING DEADLINE: April 7, 2022

Rooms and discounted rate will only be held until the specified date. Rooms will then be subject to availability at prevailing rates.

We have obtained a group rate of \$145.00 + taxes for single or double occupancy at The Hilton Rosemont Chicago

The Hilton is located at:

5550 N. River Road

Rosemont, IL

60018

Reservations may be made by calling 1- 888-452-6943 or by [booking online here](#).

To receive this rate, you must mention that you are with **The Franchise Show (group block code "TFS")** when booking. Rates cannot be changed at check-in/check-out times if you fail to identify your affiliation at the time of booking.

INSURANCE

Insurance for booth/show

Exhibitors must have their own liability insurance covering a minimum of \$1 million in damages. Please list National Event Management as “additional insured”.

Transportation Insurance

Show Management is NOT responsible for damages caused during the transportation of your products. We strongly recommend purchasing transportation insurance when booking your shipments.

Liability

Exhibitors will be liable for, will indemnify, and will hold harmless Show Management from any loss or damage whatsoever occurring to, or suffered by, any person or company. This includes, without limiting the generality of the foregoing, exhibitor, other exhibitors, management, the owners of the building and their respective agents, servants and employees, and members of the public attending the show, either (a) on the said space or (b) elsewhere. Neither the facility nor Show Management will be responsible for loss or damage to persons, exhibits, or decorations by fire, accident, theft, or any cause while in the exhibition buildings.

LEAD RETRIEVAL SYSTEM

We offer a Lead Collection system at the Franchise Show. This system uses any smartphone or internet enabled device (no scanners needed). Attendees contact info (name, email and cell if provided) will be pre-populated into the software to make your lead collection easy on-site and your post-show follow-up effortless.

Please send your completed order form to joy@nationalevent.com if you would like to sign up for this system. Please note: This is not a complete list of attendees. It is a lead retrieval service to help you capture leads quickly and accurately.

[LEAD RETRIEVAL ORDER FORM](#)

[HOW TO COLLECT LEADS](#)

LOADING DOCKS

Please turn off River Road and use Door C to unload. Please see the Area Map below for reference.

Dock level access is available and dollies will be available for your use.

If you require a forklift or pump-truck to move material from the dock to your booth, this will only be available to you between 10am & 2pm. Outside these hours, charges will apply. If you have excessive forklift requirements, please contact Dina Latina (dina@nationalevent.com) to discuss your needs. A charge may apply.

[DIRECTIONS](#)

[AREA MAP](#)

MOVE-IN INSTRUCTIONS

Move-in Times

Friday April 22, 2022

12:00 pm – 6:00 pm

- **All exhibitors must officially register before setting up.** Please come to the show office and staff will direct you to your booth.
- **All exhibits must be set up by 6:00 pm Friday.** Exhibitors will not be permitted to set up during show hours.
- The aisle carpet will be in place Saturday morning. **Dollies and carts WILL NOT be permitted on the carpet.** Hand carried items only may be brought in on Saturday.
- Children 15 years of age or younger will not be permitted in the exhibit area during move-in, set-up, or tear down.

EXHIBITOR MOVE-OUT INSTRUCTIONS

Move-out Times

Sunday April 24, 2022

4:00pm - 8:00pm

Please note that move-out will begin once the show has closed, the aisles are cleared and the aisle carpets removed. If you are able to hand carry your supplies out to your car, we encourage you to do so. Dismantling or removing your exhibit/exhibit materials before the end of the show is strictly prohibited.

Forklift & Pump-Truck service will only be available between 4pm-7pm. Please arrange pick-up accordingly.

All material must be removed by 8:00pm

Items left on the show floor after move-out time will be forced off the floor. Show Management reserves the right to reroute shipments that are not picked-up or refused by carriers. Should this occur, you will be responsible for any charges incurred.

Exhibitors are encouraged to remove small items and open cases of products from the show floor first. Show Management will take all reasonable security precautions, but immediate removal of these items is the best way to prevent pilferage.

NOTE:

All exhibitors using Quad must move freight after the show must have booth materials packed and ready for pick up at the loading dock. Please provide our sales staff onsite with your paperwork before leaving the show site.

RULES & REGULATIONS

Diagram #1: Sample of the drape provided for your booth

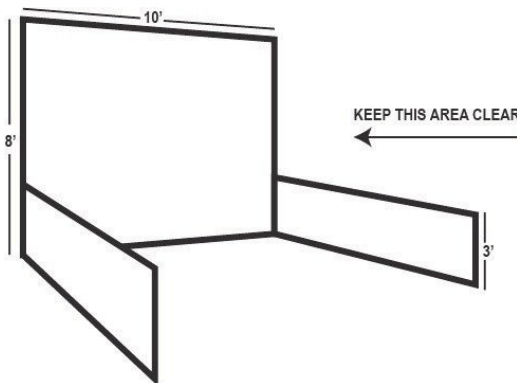
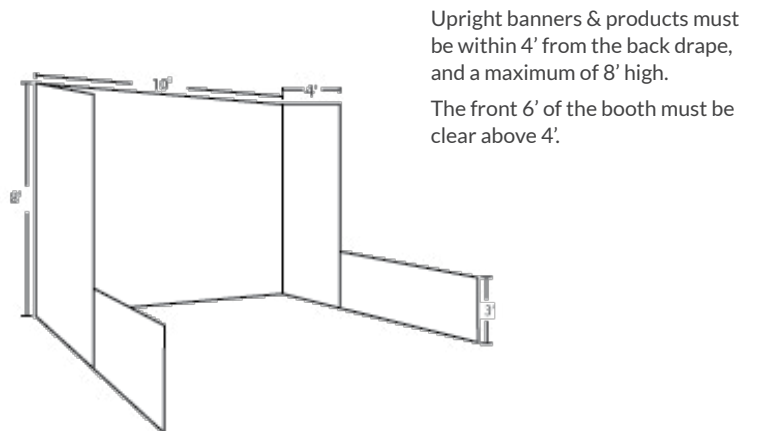


Diagram #2: Sample of display allowance



Booth Display & Restrictions

- Diagram#1 shows the drapes that are provided as a part of your booth cost.
- Diagram#2 shows the allowed clearance for displays, banners and products within your booth.
- No exhibit may exceed a maximum height of 8 ft.
- Side panels 8 ft. high, must not exceed a depth of 4 ft. extending from the back of the display.
- The remainder of the 6 ft depth from the front of the booth must not exceed a 4 ft. height.
- Any exceptions to this must have pre-approval from Dina Latina (dina@nationalevent.com).

Prefab booth partitions must be finished on both sides. If they are not, please request drapes prior to the show.

Signage

No signage or material may be extended above the 8ft height at the back of your booth nor hung from the ceiling or across the aisle, without approval from Show Management. All signs must be printed on one side only. Your brand messaging can only face the inner walls of your exhibit space.

Carpet or Flooring

Grey carpet is provided within your booth space. If you would like to change the colour, you may order different flooring through our decorator at your own cost or you may bring your own. *Please be sure to review the Tape Restrictions below.

Tape (Floor, Wall, and Carpet Damage)

This only applies to companies that choose to place carpet or flooring on top of the existing carpet.

It is important that you use the proper carpet tape in your booth. If you do not use the correct tape there will be a charge for tape removal.

Here are the models of two-faced tapes that are authorized by the facility.

- Polyken 105c LPDE
- Scapa 274004
- DC W002A

If you bring your own carpet, you must adhere to the above Tape Restrictions. If you do not have the proper tape, please notify Show Management before installing your carpet or tiles.

If you would like to install your carpet on top of the existing carpet, please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859 ext 224.

Restrictions for Booth Installation

Painting, nailing, drilling, or screwing to the floors, walls or any other part of the building is not permitted. Exhibitors are also responsible for oil, grease, or any general damage to the carpeted area. Exhibitors wishing to lay any floor coverings may not fasten the coverings to the building floor. It is suggested that building paper or the approved tape (Polyken 105c LPDE OR Scapa 274004 OR DC W002A) is used instead.

Demonstrations/Distributions

Displays, demonstrations or distribution of advertising materials, are not permitted outside the confines of your booth. If audio visual equipment is used, the sound must be subdued to such an extent as to ensure its having no nuisance effect on neighbouring exhibitors. The use of microphones is not permitted without prior management approval.

Fire Regulations

All exhibitors planning to use any type of fuel (such as gas, oil, helium gas, or propane) in their exhibits are requested to contact Show Management. All displays or exhibited materials must be fireproof to conform to Federal, Provincial, and City Fire Laws.

National Event Management is obligated to abide by the Fire Code regulations in each city. We therefore retain the right to refuse any material or object that does not conform to code. If you have a question or need information re the Fire Code please contact Dina Latina, dina@nationalevent.com, 905-477-2677 or 1-800-891-4859, ext. 224.

Animals in the Show

The facility's policy prohibits the presence of animals unless they are used as a working dog for the blind. Permission must be obtained from the facility for any exception. Please contact Dina Latina (dina@nationalevent.com; 905 477-2677 ext. 224) regarding the necessary forms.

Helium Balloons

Helium balloons are prohibited in most venues. There is a large retrieval fee, charged to the exhibitor, when balloons are lost. Please contact Dina Latina (dina@nationalevent.com) for approval if you wish to use helium balloons in your display.

Mechanical Conveyances

Mechanical Conveyances such as electric carts, scooters, or bicycles will not be allowed in the aisles during the show hours. The only exceptions to this rule will be in the case of handicapped persons visiting the show, or those with authorization from Show Management.

Non-Compliance

National Event Management reserves the right to make changes, amendments, and additions to the rules and regulations without notice, as considered necessary to the efficient and proper conduct of the show. Interpretation of these rules and regulations shall rest with Show Management and non-compliance can result in ejection of the offending exhibitor or in the closing of his/her exhibit.

SHIPPING & DELIVERIES TO THE SHOW

Shipping Direct To Show: Friday April 22, 2022 (noon – 6pm)

PLEASE NOTE: **Any shipments arriving before or after the above date & time will be subject to additional charges. ** Please ensure you arrange this with the courier and/or carrier that you use.**

If you require a forklift or pump-truck to move material from the dock to your booth, this will only be available to you between 10am & 2pm. Outside these hours, charges will apply.

Please contact Dina Latina (dina@nationalevent.com) to discuss your needs.

Show Management will sign for the delivery on your behalf during move-in hours only. Your materials will be left at the dock until you arrive. To move your items to your booth space, pump trucks and dollies will be available at no charge.

PLEASE NOTE: After freight is packed at the end of the show it must be moved to the dock area for pick up. Freight that is left on the show floor will incur a handling fee. Handling fee charges will be a minimum of \$45.00 or \$15.00 per 'hundred weight' whichever is greater.

The most cost-effective way to ship your items to the show is to arrange delivery during move in hours with our Official Show Carrier;

HAUListic

Tel: (859) 254-4112 or (800) 388-4112

LEX@shiphaulistic.com

HAULISTIC ORDER FORMS

**If you are not using HAUListics, please ensure your trucking company is given a copy of:

FREIGHT CHECK-IN PROCEDURES.

Please address shipments to:

Donald E. Stephens Convention Center

Company name

Booth number

The Franchise Show 2022

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, IL

60018

DIRECT SHIPMENT LABELS

NOTE:

All exhibitors using **HAUListic** must move freight after the show must have booth materials packed and ready for pick up at the loading dock. Please provide our sales staff onsite with your paperwork before leaving the show site.

You may choose to use another carrier however, keep in mind that not all carriers deliver and pick up during our scheduled move in/move out times.

Pre-Show Shipping

Haulistics no longer offers Advance Warehouse shipments. This will be offered thru our Decorator RES, to request a quote please see form below and contact;

RES

Tel: 847-696-2208

Email: customerservice@rosemontexpo.com

Please direct all advanced warehousing items to this address:

Company name

Booth number

The Franchise Show 2022

c/o Rosemont Exposition Services, Inc.

3412 N. River Road

Franklin Park, IL

60131

ADVANCED WAREHOUSING INFORMATION

ADVANCED WAREHOUSING LABELS

SHOW DECORATOR (FURNITURE & DISPLAY RENTAL)

ADVANCED RATES ORDER DEADLINE: April 1, 2022

Carpet, 8ft back drape and 3 ft side drape are supplied for your exhibit space. If you require tables, chairs or additional booth supplies, these items can be rented from the Show Decorator.

Show Colours

- **Booth Drapes: Black**
- **Aisle Carpet: The hall will have tuxedo carpet.**

Please note: No storage of any kind is allowed behind the back drapes. All unwanted containers & refuse should be placed in the aisle directly in front of the exhibit for housekeeping to remove.

ORDER ONLINE

1. E-mail Address – Enter your e-mail address.
2. Phone Number - Enter your corporate phone number (do not use dashes ex 1261264567)
3. Sign In - Click the “Sign In” button
4. Show Select – Use the pull-down menu to select the show you will be attending
5. Select booth # - Use the pull-down menu to select the booth number
6. Ordering – Use the 7 tabs at the top of the page to navigate the various RES services.
7. Checkout- After you have completed your order(s) click on the cart (located in the top right corner). Review item and make changes, if necessary, then click “Proceed to Checkout”. Enter Credit Card info and click “Continue”.

An order confirmation will be sent via email upon completion.

For all other questions please contact:

RES

Tel: 847-696-2208

Email: customerservice@rosemontexpo.com

FURNITURE & ACCESSORIES ORDER FORM

PAYMENT FORM

SHOW GUIDE AD & SPONSORSHIP OPPORTUNITIES

There are a number of ways to increase your brand awareness at our shows. Additional ad space is available in our Show Guides that are distributed to attendees and sponsorship recognition includes show guide space, on-site signage, & online presence. Speak to your sales rep for more information.

TELEPHONE / INTERNET / WIFI

ADVANCED RATES ORDER DEADLINE: April 1, 2022

Boingo Complimentary Wifi Connection Instructions:

1. Connect your device to the Wi-Fi signal BOINGO HOTSPOT
2. Once connected, launch your web browser.
3. A Boingo splash page will appear. Click link to connect to “Complimentary WiFi” and follow instructions to get online.
4. VERY IMPORTANT! If you are having any issues, please call Boingo Support at 1-800-880-4117. You must have your device with you so the representative can help you directly.

Wifi is free but you will have to sign back in after periods of inactivity.

Alternatively, you can order a hard-line connection using the link below and login to your account to place your service order online.

ORDER ONLINE

1. E-mail Address – Enter your e-mail address.
2. Phone Number - Enter your corporate phone number (do not use dashes ex 1261264567)
3. Sign In - Click the “Sign In” button
4. Show Select – Use the pull-down menu to select the show you will be attending
5. Select booth # - Use the pull-down menu to select the booth number
6. Ordering – Use the 7 tabs at the top of the page to navigate the various RES services.
7. Checkout- After you have completed your order(s) click on the cart (located in the top right corner). Review item and make changes, if necessary, then click “Proceed to Checkout”. Enter Credit Card info and click “Continue”.

An order confirmation will be sent via email upon completion.

For all other questions please contact:

RES

Tel: 847-696-2208

Email: customerservice@rosemontexpo.com

[TELECOMMUNICATIONS FORM](#)

[PAYMENT FORM](#)

VEHICLES ON SHOW FLOOR

All vehicles must abide by the arrival and departure schedules and procedures established by Show Management. Please contact Dina Latina (dina@nationalevent.com) for approval and to arrange arrival time if you want to display a vehicle.

When motorized vehicles are approved for use, a protective sheet of visqueen, tarpaulin or comparable material may be required to eliminate damages from leaks of gas, oil, etc., at the exhibitor’s expense.

Motor vehicles or gasoline-powered equipment on display must be equipped with lock-on type gasoline tank caps and batteries are to be disconnected. Gasoline tanks must not be filled beyond the 1/4 mark in order to allow for expansion of product. Vehicles unable to be equipped with lock-on type caps must have caps sealed in a manner acceptable to the Fire Department.

- If at any time an Inspector deems that equipment is being operated in a manner dangerous to public safety, he shall cancel the privilege of the exhibitor concerned.
- Vehicles will need to enter on the southern side of the convention center through F-Door.
- The fuel supply for 4-piston and under engines shall be none.
- The fuel supply in larger than 4-piston engines shall be maximum of five gallons.
- All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
- Any battery or power source for the engine shall be disconnected.
- No operation of any internal combustion engine will be allowed indoors, unless approved in writing by the Fire Prevention Bureau.
- Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.

Exhibitors are responsible for oil, grease, or any general damage to the carpeted area.

Exhibitors must provide a set of keys, the contact name and phone number of the person responsible to remove the vehicle(s) to Show Management. Please contact dina@nationalevent.com to get approval.