



Bulletin 7

➤ **Who's in Charge?**

To: All Exhibitors

Very often a situation concerning a specific exhibit arises in which show management must immediately reach the exhibit's primary contact.

Therefore, you must declare who is in charge of your exhibit each day as well as who is on-site each day. Kindly print out and complete the "Who's in Charge?" form with the name or names of those individuals in those capacities for the 2018 Chicago Auto Show. Please include move-in dates, public show dates and move-out dates where indicated. When complete, please return the form via fax to 630-495-2260 or by e-mail to spotempa@cata.info before Friday, Dec. 22, 2017.

Additionally, you are reminded that on weekends, the auto show may be opened slightly before 9 a.m. to alleviate congestion in the lobbies. Therefore, it is to your advantage to staff your exhibit accordingly.

Your cooperation is greatly appreciated.



Who's in charge?

Please list on-site and primary contacts for your exhibit next to the appropriate dates and return via fax to 630-495-2260 or by e-mail to spotempa@cata.info before Friday, Dec. 22, 2017. Feel free to print additional copies of this form if you need additional space. Thank you for your assistance.

Space Number: _____ Exhibitor Name: _____

Date	Name	Company	Cell phone number
Lighting set-up 1/28 – 1/31			
Move-in 2/1 - 2/7			
Media Preview 2/8 - 2/9			
First Look for Charity Evening of 2/9			
Public Days 2/10 - 2/19			
Move-out 8 pm 2/19 - 2/21			