



UNVEILED Rochester COVID-19 Preparedness Plan

Created by Ellaina Henke
1/15/2021, Last edited 2/3/2021

The safety of all of the exhibitors (staff), attendees (guests), and The Wedding Guys, Inc./J. Powers employees at the February 7, 2021 UNVEILED Rochester Wedding Event is our highest priority. All companies and service providers involved in the execution of the event are working in collaboration to ensure a safe event by adhering to all State and CDC Requirements to mitigate the spread of COVID-19. The responsibility to share this information and ensure compliance with all contents of this document is that of Ellaina Henke, General Manager of The Wedding Guys, Inc.

UNVEILED Rochester's COVID-19 Preparedness Plan follows the industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) guidelines for COVID-19, and Minnesota's relevant and current executive orders. It addresses:

- Ensuring sick workers + attendees stay home
 - Ticket policy for anyone who is symptomatic at time of event
- Access, arrival and check-points
- Event/Venue Capacity Requirements and Management + Traffic Flow
- Mandatory Mask Requirement
 - Accommodations for a Contactless Event Social (physical) distancing of 6 feet
- Live Event Performance "Aisle of Style Fashion Show"
- Interactive Features
- Communications with Vendors
- Education and Training to staff and attendees
- Hygiene and respiratory etiquette
- Facility cleaning and disinfection protocol
- Communications + Messaging

Screening and Policies for employees and attendees exhibiting signs and symptoms of COVID-19

The Wedding Guys, Inc. employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the facility and for workers to report when they are sick or experiencing symptoms.

- A health screen questionnaire will be completed for each worker at the beginning of their shift
 - We will be utilizing contactless temperature scanners to ensure no staff has a temp of 100.4F or greater.
 - Individuals with symptoms of COVID-19 shall be sent home immediately or isolated in a closed room until they can do so
 - This includes those who live in a household with someone who has been diagnosed with or experiencing symptoms of COVID-19
- Individuals who do not take the screening or do not pass will not be allowed admittance
 - Management will record whether an employee passes or fails these screenings, as well as temperature reading
 - Health Screenings will be completed by Ellaina Henke for staff of The Wedding Guys, Inc.
 - Health Screening will be completed by Katyann Quinn or Kaylene Jacob for other workers
- In compliance with the recommendation for public health, any employee with a fever, cough, sore throat, body aches, chills, shortness of breath, new loss of smell or taste, or other new symptom will be sent home and not allowed to return to the event during it's duration. The employee next actions will follow "The Wedding Guys COVID-19 Preparedness Plan."

Access, Arrival and check-points

UNVEILED Rochester attendees will be required to pass through contactless temperature scanners prior to entry at the event. If any attendees are shown to have a temperature of 100.4F or greater they will not be allowed admission into the event. The Wedding Guys, Inc staff will be enforcing the temperature scanners and verbal health screening questionnaire. If an attendee fails to pass the screening, then they will be asked to vacate the premises immediately. Communications are established on our website, email blasts and social media that any individual who develops symptoms, tests positive or have contact with a known positive or symptomatic case of COVID-19, can transfer their tickets to a future event produced by The Wedding Guys, Inc.

UNVEILED Rochester/The Wedding Guys, Inc. makes no representation that it or its staff have any medical training, and further warrants that it cannot make assertions of whether a person has COVID-19. Any temperature check completed of a market attendee is purely for the benefit of all attendees and workers.

Most attendees for UNVEILED Rochester will come from southern MN, Western WI, and Northern Iowa. Specifically a 50 mile radius of Rochester, MN. This will help in reducing the risk of spreading the virus from various areas of the country.

Contact information for all attendees and workers is collected by The Wedding Guys, Inc. There is a ticket purchaser for each group (1-4 individuals). In the ticket ordering process, the following information is collected – phone number, email address, and mailing address. This would be available should an incident occur requiring attendees be traced following the event, or it was requested by a government agency such as the MDH or CDC.

The Wedding Guys, Inc staff will be monitoring the number of attendees allowed into the Indoor venue in compliance with MN executive order 21-01, which states the following on Indoor venues “Occupant capacity must be limited to no greater than 25%, **not to exceed 150 patrons for the entire venue.** Venues may not be divided into multiple compartments, sections, or similar areas that result in more than 150 patrons for the entire venue.” In order to comply with this state directive, there will be Wedding Guys, Inc staff positioned at the 1 entrance/exit point to the facility for the event.

The staff monitoring capacity levels will be using a Digital Tally Counter that counts both Up & Down with ease. The will record every 10 minutes the counter registered in the space to ensure that numbers are in-line with the 150 maximum attendees. Attendees will be held outside of J. Powers, in hallway of Hilton Rochester Mayo Clinic Area, in socially distanced queue lines until a time that they are able to enter within capacity limitations.

Twin Cities Bridal Show Event Capacity Limitations + Traffic Flow

In accordance with the Minnesota Department of Health (MDH) Requirements for Indoor Non-seated venues, the venue capacity will be **limited to 150 attendees** at a time, this number does not include workers, in an indoor space. Workers are defined as any staff and employees associated with the business, including vendors, delivery personnel; contract, seasonal, part-time or temporary workers. Attendees are defined as any paying or non-paying individual, whose role is strictly that of a participant, audience-member, or observer. These distinctions are pulled from the Stay Safe MN Preparedness Plan Requirements.

Each vendor is limited to a max capacity of workers in their exhibit based on the following: each 10 x10 exhibit may contain a max of 2 staff members. These staff members are required to maintain 6ft physical distance from each other and attendees at all times.

Tickets will be sold in the following blocks of time at the event:

- General Admission 12pm-1:30pm → Max quantity of tickets available for sale 75
 - General Admission from 12pm-1:30pm + 12:30pm Fashion Show → Max quantity of tickets available for sale 75
- General Admission from 1pm-2:30pm → Max quantity of tickets available for sale 75
- General Admission from 1:30pm-3pm → Max quantity of tickets available for sale 75
 - General Admission from 1:30pm-3pm + 2:00pm Fashion Show → Max quantity of tickets available for sale 75

Tickets will not be available for sale at the event to maintain a contactless event. Tickets can be ordered online through the duration of the event, or while supplies last.

UNVEILED Rochester will take on Levels 3 & 4 of J. Powers. The performance area (aka. TrendSpot Fashion Show) will be setup in the lobby/Common space of Level 4.

Attendee waiting queues will include markers to indicate 6ft distancing for groups. Tickets are only allowed to **be purchase in the quantity of 1-4** in compliance with the MDH guidelines. Diagrams are attached to the back of this document that outline lobby/common spaces and how traffic will be managed at the event to ensure there is not cross-over. We anticipate that attendees will spend on average between 45 mins to 1 hour at the event.

All Exhibit Floor aisles will be managed for **1-way traffic**. A diagram of the flow is also attached to the back of this document and includes forcing groups in a particular direction at all times. Stanchions, directional signage, and floor arrows will be used to denote the patterns. In addition, markers will be placed on the ground by each exhibit marking a safe social distance spot for attendees and vendors to conduct a conversation. Conversations at a typical event are between 1-5 minutes duration.

Level 3 & Level 4 ballroom spaces will be vendor exhibit tradeshow style shopping.

UNVEILED Rochester Mandatory Mask Requirement + Voluntary Risk Agreement

In accordance with the **State of Minnesota Executive Order 20-81**, all attendees, workers, vendors, and contractors are required to wear a mask at all times. Use of a face covering should be done so properly over both the nose and mouth. In order to give reasonable accommodation for medical or mental mask exemption, UNVEILED Rochester has created a policy around "reasonable accommodation." Accommodations are defined as a Wedding Guys' staff member offering the attendee a face shield to wear. If the attendee refuses to wear either a face mask or shield, they will not be allowed admission into the event and their ticket will be valid to transfer to a future event produced by The Wedding Guys, Inc.

*Children under the age of 2 are exempt and should not wear a mask.

We will provide disposable, non-medical grade, face masks for any attendee that does not come with one to the event.

At time of ticket purchase all purchasers are required to agree to the following statement per our ticket agreement:

- In compliance with Minnesota Executive Order 20-81, all attendees are required to wear a face covering at all times while attending UNVEILED Rochester and throughout the J. Powers facility. All attendees must also agree to allow 6ft physical distancing between themselves and other individuals. Furthermore, by purchasing tickets you are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending UNVEILED Rochester, you and any guests voluntarily assume all risks related to exposure to COVID-19 and agree not to hold The Wedding Guys, Inc.; J. Powers; Exhibiting Companies; or any of their affiliates, employees, agents, contractors, or volunteers liable for any illness or injury.

We have also provided each worker a contact cell phone number of 612-979-7778 to be able to text and report any mask/face covering violations during the event. This information is distributed in a

pre-show email and at time of check-in. Our staff would then address the attendee or worker who is not in compliance by asking them to wear their mask. If they refuse the individual will be removed from the event and building.

Live Event Performance – TrendSpot Fashion Show

The TrendSpot Fashion Show will take place on Level 4 of the event space. There are a total of 4 models that will walk the runway. All models and staff will wear masks at all times, in compliance with the mandatory mask policy. The models will walk 6ft distance at all times and dresses will only be worn by the same model for the duration of the event. In compliance of requirements for “live events/performances” there will be a separation of 12-feet between models and attendees. Models will be confined to walking on a set runway, masked at all times.

Attendees will watch the show at 6ft distanced high top tables. Each high-top table will allow for a “family-unit” or “group” of 4 attendees or less, based on ticket purchase. We can accommodate 30 groups or 65 attendees in the space, whichever is hit first in ticket sales. Tables will be sanitized between each performance to limit cross-contamination between groups.

All models “performers” are required to remain within the designated performance area at all times. They are not allowed to wander the venue during breaks in performance.

Interactive feature

UNVEILED Rochester will have an interactive feature as follows:

- The Beauty Bar
 - This will operate with the following requirements:
 - Workers will have access to a handwashing station and hand sanitizer directly at the exhibit
 - Temperature checks and health screening will be conducted at entrance to event
 - Face coverings are required per event policies
 - There will be a max of 2 workers in a 10x20 space, physically distanced a minimum of 6ft. Only 2 attendees will be allowed in the space at a time.
 - Only hair demonstrations will take place, no blow driers will be used. No makeup application on attendees will occur.
 - Workers are responsible for providing their own disinfectant that meets industry requirements.
 - Per rule, only hospital-level, EPA-registered disinfectants that are labeled as bactericidal, viricidal, and fungicidal may be used. Alcohol is not an acceptable disinfecting agent. Bleach products must have an EPA registration for hospital-level disinfection.

Policies for a Contactless Event + Food & Beverage

Following the recommendations from the CDC to slow and stop the spread of COVID-19, UNVEILED Rochester will be adopting many new contactless features/alternatives at this event. They are as follows:

- Tickets will not be on sale at the event. Tickets can be ordered while quantities are available online at theweddingguys.com
 - There will be a “customer services” counter staffed by 1 staff member onsite to assist with questions or concerns. This staff member will be at a desk that has a plexi-glass barrier between them and attendees they are assisting.
- The event program will be both printed and accessible digitally through the use of a phone QR Code.
- No tickets will be handled at the event by any staff members. Tickets will be a visual confirmation only, either on a cell phone or paper copy.

No food or beverage sales will be available. We will also not be allowing food sampling by vendors. However, we were given approval by the Minnesota Department of Health to provide a take-away sample to attendees. These bags will contain a pre-packaged, pre-sealed sample from vendors who would like to be involved. One sample bag per group will be provided. These will not be handed out until the group is exiting the event to avoid the temptation to remove a face covering and sample while at the event.

Communications with Workers/Vendors

All exhibiting vendors are sent in advance of the event a document highlighting COVID-19 Safety Protocol for the UNVEILED Rochester. Each vendor is required to sign the documentation acknowledging they have read and agree to comply with all outlined policies. Documentation attached to the end of this document, and The Wedding Guys will maintain a file of signed documentation, made available upon request. All workers have received the COVID-19 Plan from The Wedding Guys, Inc. to review in advance.

Education and Training to Staff and Attendees

This documentation will be review with each representative of The Wedding Guys, Inc. including staff and contract employees. Each employee will sign documentation that they have received and reviewed the contents of this document fully prior to the start of their first shift at UNVEILED Rochester.

Workers were also all sent an educational video on safe COVID-19 Practices in advance of the event. Video can be viewed at the following link: <https://youtu.be/g5GnVFHlrww>

This full COVID-19 Preparedness Plan was shared and signed off on by all staff of The Wedding Guys, Inc. It is available online for the public and was shared in the informational email sent out that contained the above YouTube Video.

Communication is being distributed to both vendors/staff and attendees by utilizing markers on the show floor to indicate proper places to stand for maintaining 6ft physical distancing. See Communications and Messaging section for more details.

Attendees were sent email communications and a video to watch about the show and staff practices. Video can be viewed at this link: https://youtu.be/5Tqo_SA7XTI

Hygiene and Respiratory Etiquette + Event Onsite Public Announcements

Hand sanitizer with 60% or greater alcohol content will be provided in all areas of the event at frequent intervals. The Wedding Guys, Inc. & J. Powers will be providing hand sanitizer. Proper handwashing guides and documentation has been provided to staff members through The Wedding Guys COVID-19 Preparedness Plan. There will be proper handwashing documentation and guides posted in all public restrooms that will be visible to both staff/workers and attendees.

Staff hygiene etiquette includes covering your mouth and nose with your sleeve or a tissue when coughing or sneezing and avoid touching your face (mouth, nose, and eyes) with your hands. Trash and tissues will be made available to all workers.

Facility cleaning and disinfection protocol

The cleaning and sanitation process is a shared responsibility of J. Powers, The Wedding Guys, and Vendors. With all parties doing their party to maintain a clean and sanitized environment to ensure it remains a safe environment for all.

J. Powers:

J.Powers, as the host facility will be responsible for cleaning and sanitation of the restrooms, door handles, elevators, escalators, communal spaces, and other high-touch points in the building. The facility will also monitor and refill soap. Drinking Fountains have been updated with signage saying they are "out of order" throughout the facility to avoid contamination.

Restroom adjustments include the following, instituted from the J. Powers:

- Signage posted with descriptions on Proper Handwashing
- Tape Arrows for marking distancing on the floor

Ventilation System and air flow will be monitored by J. Powers, their HVAC is state of the art with the venue being a new build in the past 2 years. It is integrated into the Hilton Hotel HVAC system, and there is constant air movement throughout the space. When doors are open, the facility features 19 ft ceilings.

The Wedding Guys, Inc.:

Staff will clean check-in counters, cart handles and beds, pens, etc. after each usage and/or interaction.

- Check-in counters will be wiped down every 30 minutes or after each different individual touches space, whichever comes first. A log document will be created to ensure disinfecting happens at minimum every 30 minutes while in potential "active use."

Gloves will be worn when distributing any worker information to exhibit booths. Gloves will also be worn when handing out programs at the event to attendees. Staff members are instructed and trained to wash hands frequently and avoid touching their face. Hands must be washed at the beginning and end of each break.

Each exhibit was instructed to provide their own sanitizing equipment in the form of wipes or disinfectant spray to sanitize touch points regularly during the duration of the event. They were also instructed to provide a "clean" and "dirty" cup for pens so attendees are not re-using prior to sanitation taking place.

Communications and Messaging

We have a designated section on the event website for public communication of COVID Procedures and Policies that the event will be following. That can be viewed at both of the following links:

<https://theweddingguys.com/shows/unveiled-rochester/>

<https://theweddingguys.com/covid-19/>

All emails sent out in promotion of the event have included a COVID safety section that shares modifications to the event and states face masks are required, no food or beverage available, and other measures as outlined on the website at the above link(s).

The Wedding Guys, Inc. will provide signage that will remain up for the duration of the event. It details the different protective measures of wearing a face covering, keeping a 6ft distance, and designated entry and exit points into the building itself noted by large signs.

The staff member responsible for any COVID-19 concerns would be Ellaina Henke, General Manager who can be reached at 612-979-7778 or ellaina@theweddingguys.com or tickets@theweddingguys.com. This information has been shared with all workers through event communications. It will be shared with attendees through a pre-event email blast entitled "Know b4 you Go" and will also be included in the event program.

Our social media messaging plan for the event includes the following:

- UNVEILED Rochester Facebook event page has "COVID to know" section with all procedures
- Posts within the Facebook event page about what attendees should know before they go
- Multiple posts on UNVEILED Rochester Facebook & Instagram feeds and stories about our COVID guidelines for the show
- Posts on The Wedding Guys Facebook & Instagram about COVID guidelines

- Sharing "Tips for Attending a Bridal Show" including new guidelines for this show on UNVEILED Rochester & The Wedding Guys Facebook, Instagram, and Twitter
- Once UNVEILED Rochester is setup we will be posting throughout our social media channels tips, guides, and examples on how attendees will safely go through the event.
 - Pictures and explanation of the floor markers. Examples of where attendees can stand to talk with workers, directional arrows for 1-way traffic, Markers in cues indicating spacing out, how to use the program QR code, etc.

A post event recap meeting will be scheduled for The Wedding Guys, Inc staff members within a week of the event. Exhibitor worker feedback will be requested via a survey on how the policies were implemented and how we can improve in future events.

This COVID-19 Preparedness Plan has been certified by Ellaina Henke, General Manager and Matthew Trettel, President and is available for review on theweddingguys.com/covid-19/ or at the Guest Services Desk during the event.

Ellaina Henke, General Manager, 2/3/2021

Matthew Trettel, President, 2/3/2021

Appendix A – Documents referenced in Twin Cities Bridal Show development of its COVID-19 Preparedness Plan:

Government Entities –

General Guidance Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Guidance for Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/COVID19-events-gatherings-readiness-and-planning-tool.pdf>

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: <https://mn.gov/covid19/stay-safe/faq/index.jsp>

MDH:

http://dli.mn.gov/sites/default/files/pdf/COVID_19_preparedness_plan_requirements_indoor_nonscoped_venues.pdf

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: <https://staysafe.mn.gov/industry-guidance/entertainment.jsp>

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

MDH: <https://www.health.state.mn.us/diseases/coronavirus/safeevents.pdf>

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette:

Cover your cough or sneeze CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19 CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

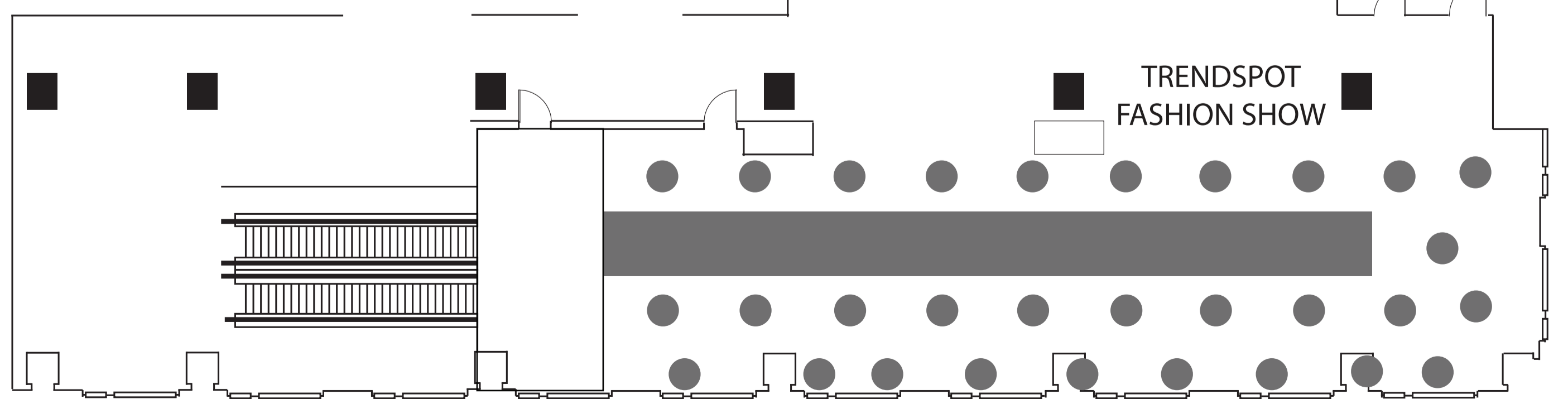
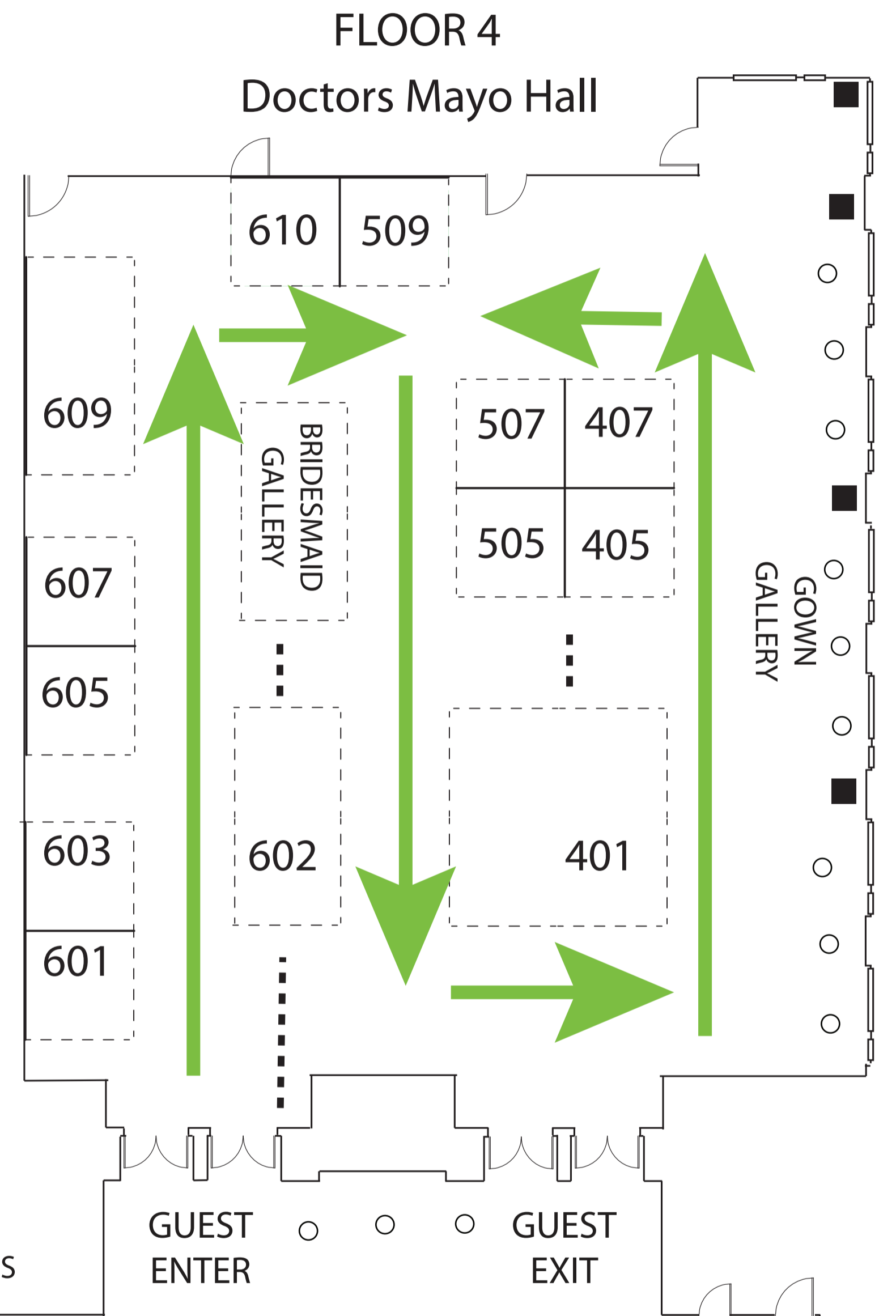
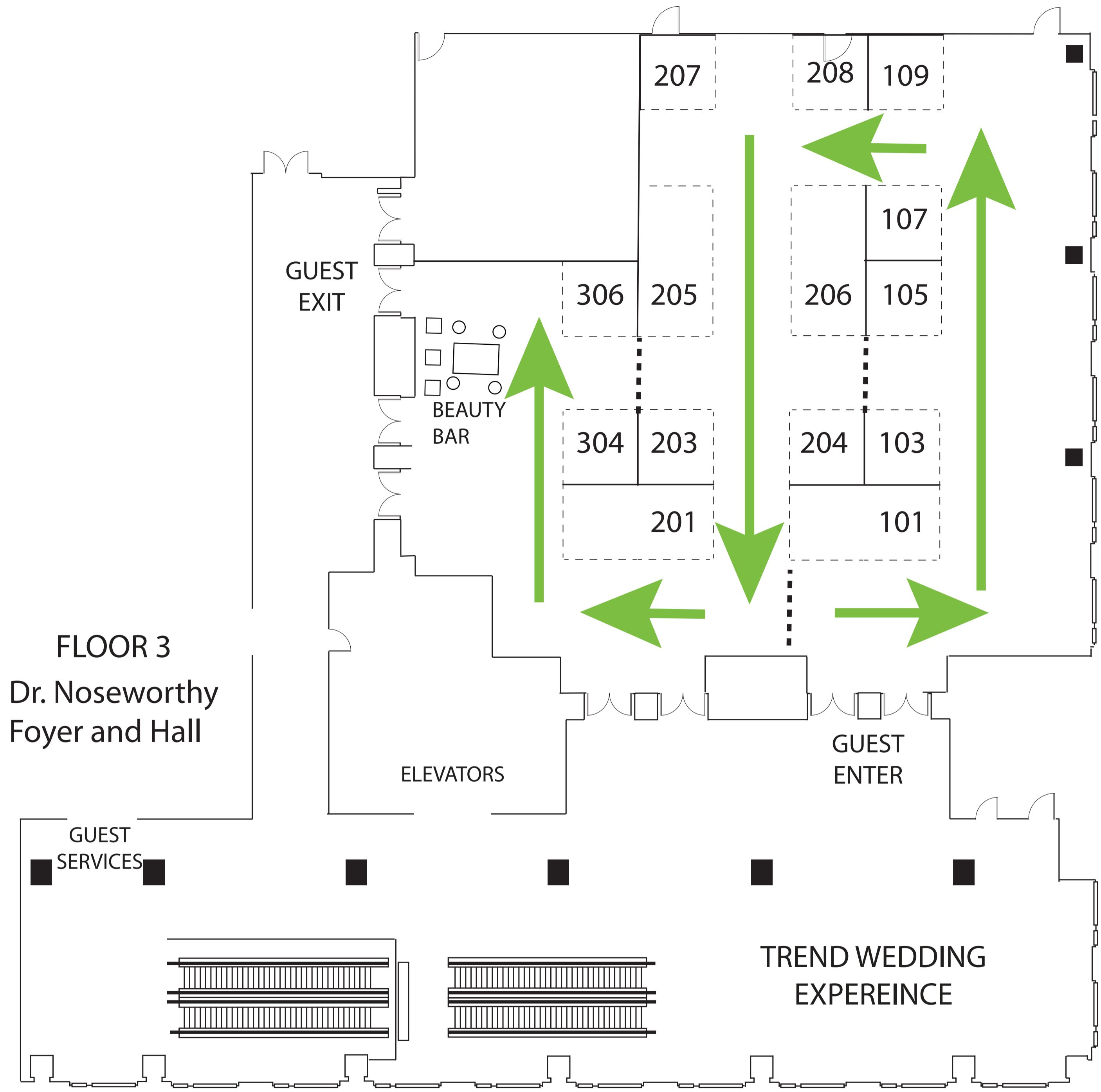
MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: <https://www.health.state.mn.us/diseases/coronavirus/materials/basics.pdf>



Unveiled™

ROCHESTER

COVID - 19 SAFETY PROTOCOL

The safety of all of the exhibitors, attendees, and our staff at the show is our highest priority. Keeping this in mind we are asking for your assistance to make this show a success by observing the guidelines we have in place for the February 7, 2021 UNVEILED Rochester event.

The specific changes and safety measures for this show are as follows:

- All staff members, exhibitors, and attendees are required to pass through contactless Temperature scanners prior to entry to the event. This applies for setup, show hours, and strike. In addition, exhibitors will be asked to sign a waiver stating that in addition to not have a temp of 100.4F or greater, they are not experiencing any COVID-19 symptoms as defined by the CDC. Symptoms include, but are not limited to the following: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, and/or new loss of taste or smell.
- **All individuals are required to wear a face mask**, covering nose and mouth, at all times inside the facility. To promote compliance with this state mandate, there will be no food or beverage options available, including bars and food sampling will not take place on the floor. If you are interested in providing a sample to attendees please reference the "Food and Beverage Sampling" Section of the Exhibitor Kit document.
- It is each exhibitors responsibility to keep items sanitized within your exhibit, including using proper sanitation for all touch points. We will have hand sanitizer readily available throughout the exhibit show floor and lobby/common spaces.
- Capacity limits are in compliance with state and facility requirements - will not exceed 150 attendees at a time. We will be closely monitoring the entrance and exit to each room to ensure compliance. The attendees will be divided between the 2 event floors. Tickets have been sold in the following time blocks: 12pm-1:30pm, 1pm-2:30pm, and 1:30-3pm. **Exhibit staff is limited to 2 individuals working the booth per 10x10 exhibit.** (*Capacity limits are subject to change based on current state requirements at time of event.)
- The flow of traffic will be 1 way at all times on the exhibit floor. This will allow groups (4 or less)/households to keep a 6ft distance at all times. There will be markers at each exhibit denoting a place for groups to stand to have a further conversation with an exhibitor of interest, while not obstructing the flow of traffic. The benefit of this model is that each attendee will pass by every exhibitor throughout the show, so no worries about being missed because of exhibit placement.
- For setup/strike of the event, we will still be providing carts on a first come basis as in the past but we do ask that carts are returned to exhibitor services desk(s) at the end of each use for our team to sanitize the handles and cart for safe use by the next exhibitor. In addition, we are not going to have staff assisting at setup/strike in the same capacity as in the past for all to maintain physical distance. However, if you need assistance please ask and we would be happy to accommodate. We look forward to bringing this service back again in the future!

Finally, as we work together on these changes we ask for patience with our team and other exhibitors. Please allow yourself additional time at setup, getting into the event on show day and strike to allow us to fully implement these regulations. **It is critical at this show that all exhibit staff members are on the show floor with a fully completed exhibit by no later than 11:30am on Sunday, February 7th.**

Please reach out to any member of our team with questions or concerns about these established policies. We request that you sign this document as acknowledgement you understand and agree to above the COVID-19 policies. **Please return to ellaina@theweddingguys.com with other show documents by no later than Thursday, January 21, 2021.**

Printed Name: _____

Signature: _____

Date: _____

THANK YOU!