



**FBLA Leadership Conference 2022  
McCormick Place Convention Center  
Chicago, IL  
June 29 - July 2, 2022**

**PRIVATE CHARTER – APPROVAL REQUEST**

**\*Due no later than Friday, June 10, 2022**

**\*PRIOR APPROVAL is required for ANY AND ALL outside charter companies transporting groups to OR from McCormick Place Convention Center during the 2022 FBLA Conference.**  
**\*ALL PRIVATE CHARTER locations MUST BE assigned; time restrictions apply and space is very limited. Locations will be assigned on a first-come, first-serve basis.**

Transportation Management Services (TMS) will be assisting with scheduling all outside charter groups during the **2022 FBLA Leadership Conference**. If you plan on transporting attendees **TO OR FROM** the **2022 FBLA Conference** via motorcoach or minibus, **you must submit this request form** to receive loading and group transportation access at McCormick Place Convention Center. **\*If prior notification is not requested from TMS via the submission of this form, space will not be made available and neither drop-off nor pickup will be allowed.**

STATE/ STUDENT GROUP NAME: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Name of Bus Vendor Providing Service: \_\_\_\_\_

VENDOR Contact Person/Email: \_\_\_\_\_ Phone: \_\_\_\_\_

# of Vehicles Requiring Space: \_\_\_\_\_ (vehicles will be assigned loading space for days designated) **\*\*Buses will NOT be permitted to park at this location; drop off and pick-up only)**

Day/Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Drop-off / Pick up Location will be confirmed by TMS along with McCormick Place Security following receipt and pending approval of each request. **Space is limited so all loading area requests must be submitted no later than June 10, 2022 for consideration.** A confirmation of the assigned loading areas and a map will be provided once approved.

Completed form must be sent to Carol Betz with TMS no later than June 10, 2022.  
For questions regarding private charter transportation during the 2022 FBLA Conference, please contact via email [cbetz@tms.com](mailto:cbetz@tms.com) or call TMS at # 301-383-8418.

