



If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and mail copies of this form to Show Management and Convention & Show Services, Inc. **thirty (30) days prior to the first scheduled installation date.** Use of outside drayage contracting service, electrician or plumber is not permitted.

The exhibitor-appointed contractors are also required to provide Show Management and Convention & Show Services, Inc. notice in letter form **thirty (30) days prior to the first scheduled installation date.** Exhibitor-appointed contractors must provide a General Liability Insurance Certificate of coverage in the amount of \$1,000,000.00 to include single limit of liability for each occurrence and subject to a deductible of \$250.00 per claim for Bodily Injury, and Broad Form Property Damage.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED. Therefore, if the exhibitor and/or exhibitor appointed contractor fails to supply these forms by the date indicated above, the exhibitor-appointed contractor will not be permitted access to the exhibit floor to service the exhibit; and the work will be performed and/or supervised by Convention & Show Services, Inc.

It is the responsibility of the exhibitor to provide their appointed contractor with information pertinent to the installation and servicing of the exhibit, ie: utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, etc. Exhibitor Service Manuals will be shipped to the exhibitor-appointed contractor only if requested in writing by the exhibitor.

Exhibitor:	Booth #:	
Exhibitor Contact:	Telephone:	
Signature:	Date:	
Type of Work to be Performed:		
EXHIBITOR APPOINTED CONTRACTOR:		
Address:		
City:	State:	Zip:
Telephone:	Fax:	
Contractor Contact Name:		
Email Address:		

Show Management will only accept this form if it is signed by the exposition contact (the Exhibitor).

PLEASE FORWARD A COPY TO YOUR APPOINTED CONTRACTOR AND KEEP ONE FOR YOUR RECORDS.