



### EXHIBITOR APPOINTED CONTRACTOR

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. by **Monday, August 8, 2022**. Use of outside drayage contracting service or electrician is not permitted.

The exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the Exhibitor Appointed Contractor's insurance agent with a minimum of coverage and limits as described below:

- Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
- Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident. \$1,000,000 disease – each employee and \$1,000,000 disease – policy limit.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit – each accident.
- The Commercial General Liability Policy shall name Convention & Show Services, Inc., the Official Service Provider, as additional insured on a primary and non-contributory basis. See attached sample certificate of insurance.
- Waiver of subrogation applies to the General Liability/Automobile and Workers Compensation as per the written contract.

**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, i.e: 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. Show Management will only accept this form if it is signed by the exposition contact (the Exhibitor).

Exhibiting Firm:		
Exhibitor Contact:	Phone:	
Signature:	Date:	
Type of Work to be Performed:		
EXHIBITOR APPOINTED CONTRACTOR:		
Address:		
City:	State:	Zip:
Email Address:		
Phone:	Fax:	
Contractor Contact Name:		

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