

EXHIBITOR APPOINTED CONTRACTOR'S AGREEMENT

If an exhibitor plans to use a company other than Convention & Show Services, Inc., for their carpenter labor the **EXHIBITOR ONLY** must complete and submit copies of this form to Show Management and Convention & Show Services, Inc. by **Monday, January 26, 2026**. 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 by **Monday, January 26, 2026**. 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.

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.

Exhibitor:		Booth Number:	
Exhibitor Contact:		Telephone:	
Signature:		Date:	
Type of Work to be Performed:			
Exhibitor Appointed Contractor:			
Address:			
Email Address:			
Phone Number:		Fax Number:	
City:		State:	Zip:
Contractor Contact Name:			
Telephone:			

CSS 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.