

## **EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION**

If your company plans to use a Contractor other than Capital Convention Contractors, please read, complete and submit this information to Capital Convention Contractors.

### **Official Service Contractors are appointed to perform and provide necessary services and equipment.**

The Official Service Contractor will provide all usual trade show services, including labor.

Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

### **Official Service Contractors are appointed to:**

- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflicts with local union regulations and requirements.

### **SHOULD THE EXHIBITOR WISH TO EMPLOY THE SERVICES OF A CONTRACTOR OTHER THAN THE OFFICIAL CONTRACTOR, THE FOLLOWING CONDITIONS MUST BE MET:**

1. The exhibitor must inform Capital Convention Contractors of the name and address of the contractor and the work performed. This information must be received in writing no later than 30 days prior to the show in Capital's office. If this notification is **not** received 30 days prior to the show, Capital labor must be used for all work. The non-official contractor will be permitted to supervise only.
2. The non-official contractor to be used by the exhibitor must do the following:
  - a. Provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence; \$2,000,000 with respect to injuries to more than one person in any occurrence; and \$500,00 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$1,000,000 of individual and/or aggregate coverage; and naming Capital Convention Contractors as additional insured.
  - b. Agree to abide by all the rules and regulations of the show.
  - c. Agree to abide by all union rules and regulations.
  - d. Information must be received in the Capital office no later than 30 days prior to the show.
  - e. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibit-related equipment.

*For services such as electrical, plumbing, telephone, cleaning and drayage, no other contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.*

### **INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

Acknowledged and agreed to:

By: Signature of Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Service Contractor: \_\_\_\_\_ | Booth #: \_\_\_\_\_

Contractor Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contractor Telephone: \_\_\_\_\_ | Contractor Fax: \_\_\_\_\_

### **DEADLINE DATE: December 10, 2007**

Return this form, along with Certificate of Insurance, and name and addresses of employees who are working in your booth by **December 10, 2007** to CAPITAL.