

Exhibitor Appointed Contractor Form

TO BE COMPLETED BY THE EXHIBITOR

Authorized Representative: _____
Company Name / Booth Number: _____
Address: _____
City: Province / State: _____
Postal / Zip Code: _____ Country: _____
Phone: _____ Fax: _____
E-mail: _____
Representative Signature: _____

An Exhibitor Appointed Contractor (EAC) is any company other than IMSA's official service contractor, Freeman. Exhibitors are responsible for informing specific appointed contractors of the below requirements and for ensuring their compliance. Any and all outside vendors must fulfill the following requirements.

- A certificate showing adequate general liability and property damage coverage must be received by August 15, 2016. Important: be sure the certificate of insurance indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed.
- EACs must supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. IMSA management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an approved exhibitor appointed contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper certificates of insurance from their subcontractor(s), and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by IMSA management.
- Staff of an EAC and its subcontractors must display company identification with photo at all times while on property at the IMSA Annual Conference.

DEADLINE: August 15, 2016

Fax: 321-806-1400 Email: reg@imsasafety.org

Mail: IMSA - 597 Haverty Court, Suite 100 - Rockledge, FL 32955

- All exhibitor appointed contractors agree to abide by the rules and regulations set forth by IMSA in the 2016 Exhibitor Contract and Freeman Exhibitor Services Kit. Exhibitor appointed contractors may operate only out of the confines of their client's booth. Separate service desks and/or work areas will not be permitted.
- An "Exhibitor Appointed Contractor Form" must be signed by the Exhibitor. Forms from exhibit houses, public relations companies, etc. will not be accepted.

Failure to fulfill the above requirements will jeopardize the EAC's ability to obtain proper admission to the exhibit floor. Please mail, or fax all correspondence to the address listed at the bottom of this form.

TO BE COMPLETED BY THE EXHIBITOR APPOINTED CONTRACTOR

Contractor/ Display House: _____
 Address: _____
 City: Province / State: _____
 Postal / Zip Code: _____ Country: _____
 Exhibiting Company / Booth #: _____
 Name of Insurance Company: _____

Please attach requested insurance information to this form.

Please attach subcontractor information, if applicable.

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