

# 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 at least one week prior to start of the Forum & Expo.  
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.

- All exhibitor appointed contractors agree to abide by the rules and regulations set forth by IMSA in the 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.