



EXHIBITOR APPOINTED CONTRACTOR FORM

A-8

RoboBusiness

Shepard Exposition Services
 1531 Carroll Drive
 Atlanta, GA 30318

David L. Lawrence Convention Center
 Pittsburgh, PA
 April 8-9, 2008

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

Event Code: **G108880408**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

Please print clearly

Company Name _____ Booth Number _____

Company Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Signature _____ Fax _____

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Please complete and submit this form to Shepard Exposition Services at the address or fax number below by the deadline date shown. Complete one form for each non-official contractor used. Only the official contractor or the facility may provide building services, utilities, and freight handling. No other contractors will be approved for these services. THE OFFICIAL SERVICE CONTRACTOR WILL PROVIDE ALL USUAL TRADE SHOW SERVICES, INCLUDING LABOR EXHIBITORS MAY APPOINT A QUALIFIED NON-OFFICIAL CONTRACTOR TO PROVIDE INSTALLATION LABOR AND/OR SUPERVISION PROVIDED ALL OF THE FOLLOWING CONDITIONS ARE MET:

- The EXHIBITOR must inform Shepard Exposition Services that they have subcontracted a non-official contractor by completing and submitting this form by the deadline date listed above. If Shepard does not receive proper notification by the deadline date, then the non-official contractor personnel will not be allowed in the exhibit hall except to supervise the work in question, and the official contractor will provide the labor.
- The CONTRACTOR hired by the EXHIBITOR must, by the deadline date above, provide Shepard Exposition Services with a current certificate of insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period in question.
- The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.
- CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

Incomplete or Unsigned Forms will not be Accepted.

I understand and agree to the above listed conditions:

Exhibitor Signature _____ Printed Name _____

Name of Service Contractor _____ Date _____

Services to be performed _____

Contact Name: _____

Contact Phone: _____ Fax _____

Contact Address: _____