



# EXHIBITOR-APPOINTED CONTRACTOR FORM

If your company plans to use ANY non-official, exhibitor-appointed contractor not listed as an official contractor, this form must be completely filled out and signed by a representative of the Exhibiting Company. An Original Certificate of Insurance must be submitted by your non-official Exhibit-Appointed Contractor in order for them to gain access to the show floor.

## Exhibiting Company Information

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibit Contact: \_\_\_\_\_ Exhibit Contact Phone: \_\_\_\_\_

Exhibit Contact Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Exhibit Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The authorized signature confirms that the exhibiting company has committee to use the specified services of the following Exhibitor Appointed Contractor(s) for \_\_\_\_\_ and they agree to abide by all show rules and regulations.  
(Exhibiting Company Name)

## Exhibitor-Appointed Contractor Information

EAC Contractor Name: \_\_\_\_\_

Pre-Show EAC Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

EAC On-Site Contact: \_\_\_\_\_ Emergency On-Site Number: \_\_\_\_\_

### Work EAC to perform:

Approved Exhibitor Contractors may only perform the following services. Please check what service will be performed by the above-named Contractor:

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Display Labor                        | <input type="checkbox"/> Furnishings           | <input type="checkbox"/> Audio Visual |
| <input type="checkbox"/> Installation & Dismantle Supervision | <input type="checkbox"/> Hostess/Models/Talent | <input type="checkbox"/> Signs        |
| <input type="checkbox"/> Display House Supervision            | <input type="checkbox"/> Booth Display/Rental  | <input type="checkbox"/> Floral       |
| <input type="checkbox"/> Other: _____                         |  |                                       |

### THE FOLLOWING SERVICES WILL BE PROVIDED EXCLUSIVELY BY THE OFFICIAL CONTRACTORS AND/OR FACILITY:

- |                     |                             |                            |
|---------------------|-----------------------------|----------------------------|
| • Rigging Labor     | • Electrical Services/Labor | • Telecommunications       |
| • Material Handling | • Plumbing Services/Labor   | • Internet Services/Labor  |
| • Booth Cleaning    | • Booth Security            | • Catering/Food & Beverage |
| • Computer Rental   |                             |                            |

**Complete by 2/10/2024 and return with Certificate of Liability Insurance to:**  
<mailto:jstradeshow@johnstonesupply.com>.