

 **Questions about this form?**  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

**Exhibitor-Appointed  
 Non-Official Contractor  
 Authorization**

**Deadline:  
 January 5, 2009**

**DesignCon 2009  
 February 3 - 4, 2009**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

**Please read, complete and submit this authorization form with required documentation for each contractor (see 2, below) to Champion Exposition Services, Inc. if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning and freight, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.**

## 1 Official Service Contractors

**Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor.** Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

**Official Show Contractors:**

- Ensure 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 conflict with local union regulations and requirements.

## 2 Exhibitor-Appointed Non-Official Service Contractor Authorization

**Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions MUST be met:**

- The EXHIBITOR must inform CHAMPION EXPOSITION SERVICES, INC. of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by the CHAMPION EXPOSITION SERVICES, INC. office no later than 30 days prior to the show. **If notification is NOT received 30 days prior to the show, Champion labor must be used for all work and the exhibitor-appointed contractor will be permitted to supervise only.**
- The contractor hired by the exhibitor must:
  - Provide no later than 30 days prior to the show 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 one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Champion Exposition Services, Inc. as additional insured.
  - Agree to abide by all rules and regulations of the show.
  - Agree to abide by all union rules and regulations.
  - Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

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

Acknowledged and agreed to:

By:  |

Service to be performed:  | Contact Name:

Name of Service Contractor:

|

**Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.**

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.