



**EXHIBITOR APPOINTED CONTRACTOR**

Please complete and submit this form to customerservice.ypi@informa.com. 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 Informa Markets that they have sub-contracted a non-official contractor by completing and submitting this form by the deadline date listed above. If Informa Markets 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 Informa Markets 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 Informa Markets 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 and facility regulations.
- CONTRACTOR employees must wear approved identification at all times while in the work area. If required, badges 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: \_\_\_\_\_ Print Name: \_\_\_\_\_

Name of Service Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_

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

Company Name: \_\_\_\_\_ Space #: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

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

On-Site Contact: \_\_\_\_\_ On-Site Cell: \_\_\_\_\_

Name (print or type): \_\_\_\_\_ Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* By signing this form you acknowledge, understand and agree to the Convention Services by Informa Markets US Boat Shows Payment Policy and Terms & Conditions

**IMPORTANT INFORMATION:** \*Cancellation after deadline will be charged at 50% of prevailing rate. \*Cancellation after installation will be 100% of prevailing rate. \*Orders received after deadline will be filled as available at the standard rates. \*Floor orders are limited to availability. \*Phone orders will NOT be accepted. \*All materials are furnished on a rental basis and remain the property of Informa Markets \*Adjustments to your invoice will not be made after the close of the show. \*A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. \*In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.