

INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

If your company plans to use a Contractor other than Rileighs Convention Services, complete this form and return to the address below. Non-Official contractors must use labor supplied by Rileighs Convention Services unless following requirements are fulfilled.

1. Exhibitors must return this completed form to Rileighs Convention Services at least thirty (30) days prior to the show.
2. Non-Official contractors must attach original insurance form, in the form of a policy rider listing Rileighs as an additional insured, furnished by their broker to Rileighs office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
4. All personnel must be properly badged at show site.

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle hours, providing the information above is supplied. **Failure to comply with any or all of the above will result in refusal of the Non-Official contractor to service your exhibit.**

Non-Official Contractor: _____

Address: _____

Phone # : _____

Mobile/Page # : _____

Contact-In Booth: _____

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.

Company Name: _____ Booth # : _____

Address: _____

City/State/Zip: _____

Contact: _____ E-mail Address: _____

Phone # : () _____ Fax # : () _____