

## INTENT TO USE NON-OFFICIAL I & D CONTRACTOR

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

1. Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
2. Non-Official contractors must **attach** proof of adequate insurance, in the form of a policy rider listing Brede as an additional insured, furnished by their broker to Brede's 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 #:	_____
PAGER #: (In case of emergency)	_____
CONTACT IN BOOTH:	_____

**PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET.**

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_