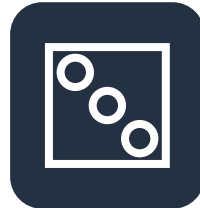


Exhibitor Appointed Contractor Form



Please return this form via email by January 15, 2024

Molly Fontaine
Director, Sales & Business Development WSWA
(603) 667-3904
Molly.Fontaine@wswa.org



To be Completed by the Exhibitor

FORM SUBMISSION DEADLINE: JANUARY 15TH, 2024

Authorized Exhibitor Representative

Company Name / Booth Number / Suite Name

Address

City

State

Zip

Country

Phone

Email

Representative Signature

To be Completed by the Exhibitor Appointed Contractor

Contractor / Display House

Address

City

State

Country

Name Of Insurance Company

Company Name / Booth Number / Suite Name

Name(s) of Staff Installing/ Dismantling Exhibit Space

An Exhibitor Appointed Contractor (EAC) is any company other than WSWA's official service contractor, Freeman. Exhibitors are responsible for informing specific appointed contractors of the below requirements and for ensuring their compliance. All outside vendors must fulfill the following requirements:

- A certificate showing adequate general liability and property damage coverage must be received by January 15th, 2024. Important: be sure the certificate of insurance indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed.
- EACs must supply a list of all full-time employees who will be installing, dismantling or working on the exhibiting company's booth. WSWA management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an approved exhibitor appointed contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper certificates of insurance from their subcontractor(s), and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by WSWA management. If any EACs work in the exhibit booth during the hours that the exhibit halls are open, they must be registered for the show at the exhibitor registration rate.
- Staff of an EAC and its subcontractors must display company identification with photo at all times while on property at Caesars Forum, Las Vegas.
- All exhibitor appointed contractors agree to abide by the rules and regulations set forth by WSWA in the 2024 Freeman Service Manual. Exhibitor appointed contractors may operate only out of the confines of their client's booth. Separate service desks and/or work areas will not be permitted at Caesars Forum, Las Vegas.
- An "Exhibitor Appointed Contractor Form" must be signed by the Exhibitor. Forms from exhibit houses, public relations companies, etc. will not be accepted. The authorization form must be received by January 15th, 2024.

Failure to fulfill the above requirements will jeopardize the EAC's ability to obtain proper admission to the exhibit floor. Please email all correspondence to the email address listed at the beginning of this form.