

training 2008 conference & expo

Notification of Intent to Use an "Exhibitor Appointed" Contractor

Return to: Training 2008, 14685 Avion Parkway, Suite 400, Chantilly, VA 20151
FAX: (703) 488-2726

EXHIBITING COMPANY		BOOTH NUMBER		DEADLINE DATE: <u>January 7, 2008</u>
ADDRESS	CITY	STATE	ZIP	
AUTHORIZED SIGNATURE X		PHONE		

An "Exhibitor Appointed" contractor is a company other than the official contractors listed in Key Contacts Section of the exhibitor service kit that provides a service (display and installation, florist, photography, audio visual, and other related services) and needs access to your booth during the installation and dismantling.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors, must complete this form, comply with all rules and regulations and supply all necessary information by the deadline date indicated above.

Contractor/Display House _____
Street Address _____
City/State/Zip _____
Phone (____) _____ Fax (____) _____
EAC Contact _____ Phone (____) _____
Description of Proposed Service for Exhibitor _____

This form will only be accepted if filled out by an authorized representative of the exhibiting company.

Please notify your contractor that they must supply Show Management with a General Liability Insurance Certificate by January 7, 2008 or they will not be permitted access to the show floor to service your exhibit at the event.

RETURN BY: January 7, 2008
FAX TO: (703) 488-2726
ATTN: SHOW MANAGEMENT