

INTENT TO USE NON-OFFICIAL CONTRACTOR

Freeman has been selected as the official general services contractor and should be used for all material handling, furniture rental, signs, cleaning, carpeting and installation of decorations. If your company will be using persons or organizations not covered in this Exhibitor Service Manual to perform services in connection with your exhibit while at the Minneapolis Convention Center, please read and complete the following information.

Rules & Regulations for Those Other Than Official Service Contractors

Persons or organizations other than those designated as the official contractor for APIC 2018 who will perform any services within the Minneapolis Convention Center for an exhibitor and are approved by show management will:

1. Abide by the same exhibit rules and regulations as an exhibitor. It is the exhibiting company's responsibility to inform the Non-Official Contractor of the APIC 2018 rules and regulations. Contractor must agree to abide by all union rules and regulations.
2. Have all exhibits for which they are responsible installed and ready for inspection by 9:00 am on Wednesday, June 14 and dismantled and ready for shipping by Saturday, June 17 at 10:00 am. Non-official contractor must provide sufficient labor to satisfy the requirements of the exhibitors and the show.
3. Supply Exhibits Manager and Freeman with the names and addresses of the personnel who will be working within the exhibit hall.
4. Secure all services required other than set-up and dismantling from the official contractor.
5. Use the official contractor for any additional labor needed over and above those normally considered regular employees.
6. Return a valid "Certificate of Insurance" with the following limits: Comprehensive, General Liability not less than \$100,000 with respect to injuries to any one person in any occurrence; \$300,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage to property. Workman's Compensation Insurance, including employee's liability coverage, in a minimum amount not less than \$100,000; for each Non-Official Contractor firm being utilized by May 12 to each of the addresses listed on the following page.
7. Each representative of a Non-Official Contractor must physically pick-up in person an "Exhibit Crew" identification badge at the Registration Desk. The identification badge must be worn at all times. If a representative of a Non-Official Contractor does not have any identification, which verifies his/her employment by a Non-Official Contractor, a representative who does have verifying identification must accompany him to the Registration Desk.

INTENT TO USE NON-OFFICIAL CONTRACTOR FORM

Due May 14, 2018

Please submit this form to the APIC 2018 Exhibits Department and Freeman no later than **May 14, 2018**. The Non-Official Contractor must also submit a list of employees and a valid Certificate of Insurance to APIC and Freeman by **May 14** (see contact information below). In the event that APIC and/or Freeman are not notified as stated, the non-official contractor must order labor from Freeman.

Exhibiting
Company Name: _____ Booth #: _____

Contact: _____ Email: _____

Non-Official
Contractor
Company Name: _____

Mailing Address _____

Onsite Contact: _____ Email: _____

Mobile: _____

Type of Service to
be Performed: _____

I understand and agree that the Non-Official Contractor will abide by show rules and regulations and those outlined on previous page.

Exhibitor Signature X _____

Return One (1) Copy of this form, Certificate of Insurance, and Employee List to Each Address or fax:

APIC

APIC
Exhibits Department
512 Herndon Parkway, Suite D
Herndon, VA 20170
(703) 964-1240 x170; (703) 964-1246 – FAX
APICexhibits@conferencemanagers.com

Official Contractor

Freeman
Exhibitor Service Department
8201 West 47th Street
McCook, IL 60525
(773) 473-7080; (469) 621-5603 - FAX
FreemanChicagoES@freemanco.com