

Exhibitor Appointed Contractor Form

Page 1

TO BE COMPLETED BY THE EXHIBITOR BY 3 MAY 2024

Authorized Representative

Company Name / Booth Number

Address

City: Province / State/ ZIP Code

Country

Phone

Fax

Email

Representative Signature

An Exhibitor Appointed Contractor (EAC) is any company other than IMS2024's official service contractor, Freeman. Exhibitors are responsible for informing specific appointed contractors of the below requirements and for ensuring their compliance. Any and all outside vendors must fulfill the following requirements.

- A certificate showing adequate general liability and property damage coverage must be received at least one week prior to start of the event. 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 in the exhibiting company's booth. IMS 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 exhibit 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 IMS management.
- Staff of an EAC and its subcontractors must display company identification with photo at all times while on property at IMS2024.
- All exhibitor appointed contractors agree to abide by the rules and regulations set forth by IMS2024 in the Exhibitor Contract and Freeman Exhibitor Services Kit. 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.
- An "Exhibitor Appointed Contractor Form" must be signed by the Exhibitor. Forms from exhibit houses, public relations companies, etc. will not be accepted.

Failure to fulfill the above requirements will jeopardize the EAC's ability to obtain proper admission to the exhibit floor.

Exhibitor Appointed Contractor Form

Page 2

The WEWCC requires a Right of Entry permit for contractors providing services. Once this EAC form is reviewed by Show Management and submitted to the WEWCC, the permitting requirements will be provided.

Please email this form or any correspondence to the address listed at the bottom of this form.

TO BE COMPLETED BY THE EXHIBITOR APPOINTED CONTRACTOR BY 3 MAY 2024.

Contractor/ Display House

Address

City: Province / State /ZIP Code

Country

Name of company contact:

Email of company contact:

Phone number of company contact:

What service is the company providing?

Is the company providing supervision of services?

Is the company providing labor?

Is the company sub-contracting any additional services?

Exhibiting Company / Booth #

Name of Insurance Company

Please attach requested insurance information to this form.

Please attach subcontractor information, if applicable.

Email: exhibits@horizonhouse.com, Fax: 781-769-5037
IMS2024 • 685 Canton Street • Norwood, MA 02062