



February 27-March 1, 2019

Bayside C, Mandalay Bay Convention Center

PLEASE SUBMIT THIS COMPLETED FORM.

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Freeman to set-up or tear down their exhibit must complete and return this form. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Exhibitors must also turn in original certificates of insurance to WPPI and Freeman prior to the show. Mandalay Bay Convention Center and Freeman must be named as additionally insured by all contractors working in the hall.

The EAC/contractor must be licensed, insured and authorized to work at Mandalay Bay Convention Center. Contractors must adhere to all rules and regulations of the show, Mandalay Bay Convention and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced and fees may apply.

All contracted personnel must check in at Exhibitor Registration prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

Person in Charge On Site _____

Address _____

City _____ **State/Province** _____ **Country** _____

Zip / Postal Code _____

Phone _____

Mobile _____

FAX _____

Email address _____

CONTRACTOR INFORMATION

Is the contractor authorized to order service on your behalf? YES NO

Contractor Name _____

Service to be Provided _____

On-site Supervisor _____

On Site Supervisor Address _____

On-Site Supervisor City _____

On-Site Supervisor State/Province _____

On-Site Supervisor Country _____

On-Site Supervisor Zip or Postal Code _____

On Site Supervisor Phone _____

On Site Supervisor FAX _____

On Site Supervisor Mobile Number _____

Email completed form to: ruth.wheeler@emeraldexpo.com