

Exhibitor-Appointed Contractors Form



If Using Outside Contractors this Required Form is Due by March 26

Please complete and mail or fax to Shana Abrahams, Shana.Abrahams@worldatwork.org
WorldatWork, 14040 N. Northsight Blvd., Scottsdale, AZ 85260 USA | Fax 480-483-8352

Exhibitors may use outside contractors for set up and dismantle of booth displays.
All other services must be obtained through Freeman, the designated show contractor.

Complete only if using an outside contractor to set up and dismantle your display.
If not received, your I&D company will not be allowed on the show floor.
All personnel must check in at Exhibitor Registration and wear a wristband issued by WorldatWork.

This form must be accompanied with a Certificate of Insurance.

Exhibiting Company _____ Booth Number _____

Primary Contact Name _____

Phone Number _____ E-mail _____

Contractor _____

On-site Booth Contact _____

Phone Number _____ E-mail _____

Address _____ C/S/Z _____

Guidelines for Exhibitor-Appointed Contractors

Please forward to the I&D Contractor(s) who must comply with the following:

- 1. Due March 26:** The exhibitor must notify WorldatWork of the use of appointed subcontractors, including all of the information above.
- The sub-contractor must have all licenses, permits or bonding required by federal, county or city governments, and exposition hall management prior to set-up, and provide show management with evidence of compliance.
- 3. Due March 26:** The sub-contractor must provide show management with a Certificate of Insurance showing coverage and amounts. Minimum coverages required:
 - Bodily injury: \$100,000
 - Property Damage: \$500,000
 - Liability/Worker's Comp: \$1,000,000
- The subcontractor will follow the printed set-up and dismantle dates and times or pay any costs incurred due to extended work hours.
- Employees of all subcontracting companies must check in at WorldatWork Exhibitor Registration and wear WorldatWork wristbands when on the show floor.
- Subcontractors may not solicit business in the exhibit hall.
- The subcontractor must work within the confines of the exhibit area of their client.
- The subcontractor must comply with all labor agreements and practices, and must not allow or commit any acts that could lead to labor problems or strikes.
- The exhibition floor, aisles, loading docks, service and storage areas are under the control of Freeman.
All activities must be coordinated through the Freeman Service Desk.
- If required, the subcontractor will communicate with Freeman all reasonable costs related to their operation, including overtime pay for stewards, restoration of exhibit space to its original condition, etc. It will be the responsibility of the subcontractor to remove all tape installed to the floor and any bulk trash such as skids or crates or be billed accordingly by the service contractor for the labor to do so.