

EXHIBITOR-APPOINTED CONTRACTOR REGULATIONS

Deadline: March 13, 2009

ALL outside contractors, such as I&D companies, design houses, production companies, technicians, models and entertainers, are considered exhibitor-appointed contractors. An exhibitor-appointed contractor is any company other than the designated Official Contractors listed in the service kit, which provides a service, (i.e., display, installation/tear down, models, entertainers, florists, photographers, audio visual, and/or their subcontractors), whose personnel need access to your exhibit any time during the installation, show days or dismantling of the 2009 ATD Expo. **ATD Exposition Management will deny access to the floor to any company or person in this category not complying with the exhibitor-appointed contractor requirements. We will grant NO EXCEPTIONS on-site.**

The deadline for notification of exhibitor-appointed contractors is **March 13, 2009**. Exhibitor-appointed contractor badges will be available at Exhibitor Registration.

If you will be using an exhibitor-appointed contractor at the 2009 ATD Convention, you, as the exhibiting company, are responsible for ensuring that you and your contractor and/or their assigns, meet the following criteria:

1. A written request from you, the exhibitor, requesting authorization for the exhibitor-appointed contractor to work in your exhibit; use the Request for Exhibitor Appointed Contractor form. Please note: Notification from the exhibitor-appointed contractor only is not acceptable. The authorization request must come from the exhibiting company. **Deadline: 5:00 p.m., EST, Friday, March 13, 2009.**
 2. All exhibitor-appointed contractors must submit to ATD Exposition Management a certificate of insurance with the following coverage:
 - o workers compensation/employer's liability \$1 million
 - o bodily injury \$1 million
 - o property damage \$500,000 to \$1million
- 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.***
3. ATD Exposition Management requires that each exhibitor-appointed contractor furnish a list of its client(s) for the 2009 ATD Convention. We also require a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. ATD Exposition 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 show 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 ATD Exposition Management.
 4. Exhibitor-appointed contractors agree to abide by ATD badging procedures and understand there may be a fee associated with these procedures.
 5. All exhibitor-appointed contractors agree to abide by the terms and conditions and exhibit rules and regulations set forth by ATD in the 2009 Exhibit Space Application/Contract included in the Exhibitor Prospectus. 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 at the Gaylord National Resort & Convention Center or on the property.

ATD Exposition Management will notify exhibitors directly only if we do not approve authorization. Therefore, unless ATD Exposition Management so informs the exhibitor, and if they meet the listed conditions, we imply the approval of the exhibitor-appointed contractor.

Failure to meet any one of the above steps could jeopardize the exhibitor-appointed service contractor's ability to obtain proper authorization for servicing exhibiting companies. ATD may deny access by or use of any exhibitor-appointed contractor if they do not meet these specific requirements of ATD Exposition Management.

NOTE: Notification/requests for exceptions to use an exhibitor-appointed contractor will not be considered after 5:00 p.m., EST, Friday, March 13, 2009

Request for Exhibitor Appointed Contractor



2009 ATD Convention & Exposition
April 18-20, 2009
Gaylord National Resort & Convention Center
National Harbor, MD

DEADLINE: March 13, 2009

Exhibiting Company

Address

City/State/Zip

Contact

Telephone Number

Fax Number

Booth Number

Booth Dimensions

I am requesting to use the services of the company listed below at the 2009 ATD Exposition.

Exhibitor-Appointed Contractor Information (please attach a list of additional contractors if applicable)

Company

Address

City/State/Zip

Contact

Telephone Number

Fax Number

All exhibitor-appointed contractors must submit to ATD exposition management a certificate of insurance with the following coverage:

Workers Compensation/Employer's Liability - \$1,000,000

Bodily Injury/Property Damage - \$1,000,000

Automobile Liability - \$500,000

I have read and understand Section 6 ("Exhibit Services") of the ATD Exhibit Rules and Regulations relating to the use of an exhibitor-appointed contractor at the 2009 ATD Exposition. I have informed the above-listed contractor of the requirements stated in Section 6 of the Exhibit Rules and Regulations, and the above-listed contractor has agreed to meet these requirements.

Name (please print)

Signature

Title

Date

Requests to use an exhibitor-appointed contractor and addendum or substitutions to requests will not be considered after the deadline date of March 13, 2009

Return this form by **March 13, 2009** via **FAX** to 703-749-4733 or **E-mail** to tcarter@nada.org