



**APPLICATION FOR USE OF  
OUTSIDE CONTRACTOR**

**FORM DEADLINE: May 10, 2017**

Exhibitors wishing to use an outside contractor (independent I&D firm other than GES Exposition Services) in the convention center must submit this form to CPNA by May 10, 2017.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please provide information on the outside contractor you wish to use:

Outside Contractor: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

**Outside Contractors Must Provide:**

1. A list of all exhibitors/clients to be served
2. Verification of adequate insurance coverage. NOTE: If outside contractor is subcontracting through a local company, a copy of their insurance coverage must also be submitted.
3. All work is to be performed by full-time employees of the exhibitor or hired through the local union. Indicate below if outside contractor intends to hire labor direct or wishes to have the official contractor, GES Exposition Services, handle it:  
\_\_\_\_ We will hire labor direct with the local union.  
\_\_\_\_ We will have GES, the official contractor, hire labor.

**Outside Contractor Must Comply with the Following Requirements:**

1. Abide by the same rules and regulations pertaining to a CPNA exhibitor.
2. Admittance to the trade show floor is allowed only to those with a temporary pass. Outside contractors must obtain a pass at the CPNA Registration Desk (Mandalay Bay Convention Center).
3. Outside contractors are expected to keep all equipment within the confines of the booth on which they are working. Only GES Exposition Services, the official contractor, is permitted to set up a service desk on the trade show floor. Solicitation on the trade show floor will automatically result in the revocation of your admittance privileges.
4. No outside contractor companies are allowed on CPNA floor during hours of show operation.

As an exhibitor, you are responsible for the contract of all personnel hired by your outside contractor in conjunction with the CPNA trade show. These guidelines are required to ensure your safety, as well as the safety of all attendees and for the smooth operation of the CPNA trade show.

**Return form to: NABE • 15825 N. 71<sup>st</sup> Street, Suite 100 • Scottsdale, AZ 85254 • Attn: Jen Burns**  
**Fax: 480-905-0708 or e-mail [jen@probeauty.org](mailto:jen@probeauty.org).**