

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR



Return to: **ProMat 2015**
Show Management
MHI
8720 Red Oak Blvd., Suite 201
Charlotte, NC 28217-3992
FAX: 704-676-1199

On or Before: **February 16, 2015**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of union labor. GES Global Experience Specialists, the official contractor, will have skilled craftsmen available to assist exhibitors. Arrangements for labor should be made through GES, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the exhibitor and received by ProMat 2015 management 30 days prior to the opening day of the show. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim services, or dismantling of the exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by ProMat 2015 in any contract with service contractors or in its lease with McCormick Place. For services such as electrical, plumbing, telephone, drayage, rigging, booth cleaning, and millwright work, no exception will be made, and the contractor designated by ProMat 2015 Show Management must be used.

All agents representing the Exhibitor must be fully identified by the official ProMat 2015 badge. All agents or representatives who are performing services (other than the exhibitor's own employees) must provide show management with Certificates of Insurance at the time that a request for an exception is made. These Certificates of Insurance must include \$1,000,000 for bodily injury, \$1,000,000 for general liability and worker's compensation and \$500,000 for property damage with ProMat 2015 named as additional insured. Exhibitors wishing to use a contractor other than the official contractor to set up and dismantle their exhibits must fill out this form and return it to us no later than February 16, 2015.

NAME OF EXHIBITING CO. _____ BOOTH NO. _____

CONTRACTING COMPANY NAME _____
(COMPANY RESPONSIBLE FOR SETTING UP BOOTH)

CONTRACTING COMPANY ADDRESS _____
(INCLUDE CITY & STATE)

ESTIMATED ARRIVAL AT SHOW _____

NUMBER OF WORKERS _____

AUTHORIZED BY _____
(SIGN & PRINT NAME)

TITLE _____