



Exhibitor Appointed Contractors Notification Form

If you are using a contractor other than those appointed by The Pittsburgh Conference, you must complete and return this form by January 24, 2014.

Exhibitor Appointed Contractors are required to carry a **comprehensive general liability insurance policy** such as the one described in the "Display Rules & Regulations." The "Waiver and Release" is NOT AN OPTION for contractors. It is the Exhibitor's responsibility to ensure that their contractors have sent proof of insurance coverage to The Pittsburgh Conference prior to Pittcon 2014.

CONTRACTORS WILL NOT BE PERMITTED TO OPERATE IN THE PENNSYLVANIA CONVENTION CENTER UNLESS A CERTIFICATE OF INSURANCE HAS BEEN RECEIVED BY THE PITTSBURGH CONFERENCE.

It is the Exhibitor's responsibility to assure that your company's appointed I&D company or any other contractors appointed by you, post proof of this mandated insurance before Conference time.

We do not want to deny your Exhibitor Appointed Contractor access to the exhibit floor, but we will be compelled to do that if we do not receive their PROOF of insurance coverage.

Exhibitor Company Name _____ BOOTH # _____

Address _____

Exhibitor Appointed Contractor _____

Contact _____ Contact Email _____

Address _____

Phone _____ Fax _____

Contracted for the following services:

RETURN THIS FORM BY JANUARY 24, 2014 TO:

Pittsburgh Conference
Attn: Tammy Yallum
300 Penn Center Blvd., Suite 332
Pittsburgh, PA 15235
FAX: (412) 825-0366
yallum@pittcon.org



Exhibitor Appointed Contractors (EAC) and I & D Personnel Exposition Floor Access

(This information should be forwarded to your EAC's and I&D Personnel)

***This is critical information concerning access credentials to the Pittcon 2014 Exposition Floor.
Failure to follow these instructions may delay your access to the exhibitor floor.***

The official security provider for **Pittcon 2014**, SOA Security, has been notified of your involvement as installation and dismantling labor or as appointed contractor personnel with an exhibiting company.

Wristbands will be used as the general access credential for **Pittcon 2014**. A different color wristband is required for every day of event operation: Move-in-Days, Show Days and Move-out Days.

WRISTBANDS MUST BE WORN AT ALL TIMES

- On a daily basis, you must PICK UP a temporary access **wristband** from the Security personnel in the **Pittcon Security Office located in the South Hall, Room 103d of McCormick Place.**
- SOA Security will staff the **Security Office starting at 7:00 AM Wednesday, February 26, 2014.**
If a wristband is needed prior to Wednesday, February 26th, simply see the security guard on duty.
- Wristbands will always be available the day before their scheduled use from 3:00 PM. to 5:00 PM ONLY. Keep this in mind when determining your labor calls and meeting point.
- *Personnel lacking proper credentials WILL NOT be permitted to access the exhibit floor.*

When picking up wristbands for MULTIPLE individuals:

- You must keep a record of all the personnel names
- You must distribute badge stickers to personnel OUTSIDE the exhibit floor.

Thank you for your cooperation. Any questions may be directed to:



Special Operations Associates, Inc. (SOA)
(702) 386-8065
soa@soasecurity.com