



# Exhibitor Appointed Contractor Authorization

Deadline: April 2, 2010

## Web 2.0 Expo San Francisco 2010 May 4 - 5, 2010

Company Name		Booth Number	
Street Address			
City	State	Zip	Country
Email Address		Contact Name	
Telephone (      )		Fax (      )	

Please read, complete and submit this authorization form with required documentation for each contractor (see below) to Champion Exposition Services, Inc. if hiring a service contractor(s) other than the official contractor selected by show management. Note: for services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractors will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

**Official Show Contractors:**

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform Champion Exposition Services, Inc. of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by Champion Exposition Services, Inc. no later than 30 days prior to the show. If notification is not received 30 days prior to the show, Champion labor must be used for all work and the exhibitor-appointed contractor will be permitted to supervise only.
- The contractor hired by the exhibitor must:
- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits: Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each accident and Umbrella Liability not less than \$1,000,000 each occurrence naming Champion Exposition Services, LLC (the General Contractor), Show Management, Moscone West Convention Center and Web 2.0 Expo San Francisco 2010 as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

**This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.**

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

**Acknowledged and agreed to by:**

SIGNATURE OF EXHIBITOR		DATE	
SERVICE TO BE PERFORMED		CONTACT NAME	
NAME OF SERVICE CONTRACTOR			
CONTRACTOR STREET ADDRESS			
CITY	STATE	ZIP	COUNTRY
CONTRACTOR TELEPHONE (      )		CONTRACTOR FAX (      )	

[www.championexpo.com](http://www.championexpo.com) ~ [help@championexpo.com](mailto:help@championexpo.com)

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