



EXHIBITOR-APPOINTED CONTRACTOR FORM

If your company plans to use ANY non-official, exhibitor-appointed contractor not listed as an official contractor, this form must be completely filled out and signed by a representative of the Exhibiting Company. An Original Certificate of Insurance must be submitted by your non-official Exhibit-Appointed Contractor in order for them to gain access to the show floor.

Exhibiting Company Information

Exhibiting Company Name: _____ Booth #: _____

Exhibit Contact: _____ Exhibit Contact Phone: _____

Exhibit Contact Email: _____ Fax: _____

Exhibit Contact Signature: _____ Date: _____

The authorized signature confirms that the exhibiting company has committee to use the specified services of the following Exhibitor Appointed Contractor(s) for _____ and they agree to abide by all show rules and regulations.
(Exhibiting Company Name)

Exhibitor-Appointed Contractor Information

EAC Contractor Name: _____

Pre-Show EAC Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

EAC On-Site Contact: _____ Emergency On-Site Number: _____

Work EAC to perform:

Approved Exhibitor Contractors may only perform the following services. Please check what service will be performed by the above-named Contractor:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Display Labor | <input type="checkbox"/> Furnishings | <input type="checkbox"/> Audio Visual |
| <input type="checkbox"/> Installation & Dismantle Supervision | <input type="checkbox"/> Hostess/Models/Talent | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Display House Supervision | <input type="checkbox"/> Booth Display/Rental | <input type="checkbox"/> Floral |
| <input type="checkbox"/> Other: _____ | | |

THE FOLLOWING SERVICES WILL BE PROVIDED EXCLUSIVELY BY THE OFFICIAL CONTRACTORS AND/OR FACILITY:

- Rigging Labor
- Material Handling
- Booth Cleaning
- Computer Rental
- Electrical Services/Labor
- Plumbing Services/Labor
- Booth Security
- Telecommunications
- Internet Services/Labor
- Catering/Food & Beverage

Complete by 2/27/2026 and return with Certificate of Liability Insurance to:
<mailto:jstradeshow@johnstonesupply.com>.