



## EXHIBITOR-APPOINTED CONTRACTOR FORM

Deadline: March 5, 2020

Use this form to appoint all third party agents working on the exhibiting company's behalf. ISA will work with the designated agents or third parties only after receipt of this form, due to Exhibits Management no later than March 5, 2020. **Please note that this form must be signed by the contracted exhibitor.**

ISA holds the exhibitor responsible for the management of their designees. To reduce the probability of infractions, designees should be knowledgeable of the policies in the Exhibit Prospectus. Agents should be aware that sanctions for violations will be assessed against the exhibiting company and the agent, including, but not limited to, loss of the exhibitor's priority points.

EACs must provide an **original insurance certificate on-site** if requested. A copy of the COI (Certificate of Insurance) must be sent to ISA at [kyle.craig@signs.org](mailto:kyle.craig@signs.org). The COI must show required Workers Compensation coverage and liability coverage to include property damage in the amount of \$1 million USD, naming ISA and Freeman as additionally insured. **Proof of insurance must be submitted with this form.**

Exhibitors are encouraged to use the official vendors for ISA Sign Expo 2020 for services such as: audio/visual needs and rental equipment, floral, photography, lead retrieval, and security. Forms for all available services will be found in the Exhibitor Services Kit, available in November 2019.

EAC Company Name \_\_\_\_\_

On-site Contact Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Services Provided (e.g. I&D, labor, third party agent): \_\_\_\_\_

Exhibiting Company Name/Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Contact Signature \_\_\_\_\_

Return to: Kyle Craig | [kyle.craig@signs.org](mailto:kyle.craig@signs.org) | Fax (703) 836-8353