



EXHIBITOR-APPOINTED CONTRACTOR FORM

Deadline: March 28, 2017

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 28, 2017. **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 abby.eastman@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 2017 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 2016.

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: Abby Eastman, ISA Meetings Coordinator | abby.eastman@signs.org
Fax (703) 836-8353