



## Request For Set-Up By Non-Official Exhibitor Appointed Contractor

**This form must be completed to authorize an outside Installation & Dismantle contractor to install/dismantle your display.**

The unpacking, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **August 21, 2017**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Greater Columbus Convention Center**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., Market Place/Motorcycle Group, AIMExpo 2017 and the Greater Columbus Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

**Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by August 21, 2017, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance**



Find more on Bredeallied.com

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EVENT	AIMEXPO 2017	
COMPANY NAME	_____	BOOTH # _____
NON-OFFICIAL CONTRACTOR	_____	
CONTRACTOR ADDRESS	_____	
EMAIL	_____	
PHONE#	_____	FAX# _____
ESTIMATED ARRIVAL AT SHOW	_____	# OF WORKERS _____
AUTHORIZED BY	_____	TITLE _____