



Exhibitor Appointed Contractor

The following must be completed and returned to Pinnacle 14 days prior to event move-in date.

Name of Non-official contractor: _____

Contact Name: _____ Phone: _____

Address: _____ Fax: _____

Exhibitors Signature: _____ Date: _____

Exhibiting Company: _____ Booth #: _____

Original Certificates Only. PHOTOCOPIES OR FACSIMILES WILL NOT BE ACCEPTED

The contractor hired by the exhibitor must, by the deadline date, provide Pinnacle with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Pinnacle Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The non-official contractor must have all business licenses, work permits and insurance required by state and city governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

The non-official contractor may not solicit business on the exhibit floor.

The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.



Discount Deadline: Feb 20

Exhibiting Company Authorization of Third Party Billing

In order for Pinnacle to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return at least 14 days prior to show move-in.

Services To Be Covered By Third Party

All services

Rental Furniture
Carpet
Material Handling
Other

Rental Displays
Cleaning
Labor

(if other please specify) _____

Third Party Information

Company Name: _____

Booth Number: _____

Company Address: _____

Phone: _____

City, State, Zip: _____

Fax: _____

Contact Name: _____

Email: _____

Authorized Signature: _____

Exhibiting Company Information

Company Name: _____

Booth Number: _____

Company Address: _____

Phone: _____

City, State, Zip: _____

Fax: _____

Contact Name: _____

Email: _____

Authorized Signature: _____

Credit Card Information

Type of card:



Credit Card Number: _____

Expiration Date: _____

Month Year

Security Code: _____

Billing Address: _____

City, State, Zip: _____

Name on the card: _____

Authorized Signature: _____

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. In the event that the named third party does not make payment by show close, Pinnacle will be paid by the exhibiting firm at show site. The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.