

Return to:  
**George Fern Company**  
 Expositions • Corporate Events • Exhibits  
Nationwide

3752 Crittenden Drive Louisville, Kentucky 40209-1122  
 Telephone: 502.367.0254 Fax: 502.368.0284

**INDEPENDENT DISPLAY HOUSE/  
 CONTRACTOR NOTIFICATION**

**DEADLINE** September 1, 2008  
 for return of this form:

Complete and return this form by Deadline only if you are planning to use any company other than Geo. E. Fern Co. for the installation or dismantling of your exhibit.

**INDEPENDENT DISPLAY HOUSE CONTRACTORS**

Yes, we will be using an independent display house/contractor to install and/or dismantle our display at the AMAF in Charleston, SC and have completed the following information.

Exhibiting Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_  
 Exhibiting Contact Person: \_\_\_\_\_  
 Exhibiting Company Telephone Number: \_\_\_\_\_  
 Contractor To Be Utilized (Company Name): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contractor Telephone Number: \_\_\_\_\_  
 Contractor Contact Name: \_\_\_\_\_

**INDICATE WHAT SERVICES ARE TO BE CHARGED TO THIRD PARTY**

\* See the letterhead of each individual order form to confirm what company is providing services ordered on that specific form. This third party billing information above and below is for use by George Fern Company only, therefore if a service that you have ordered is being provided by someone other than George Fern Company, you need **not** indicate that particular service below:

- |   |  |
|---|--|
| _____ (01) EXHIBIT FURNITURE RENTAL ORDER       | _____ (31) CUSTOM FURNITURE RENTAL ORDER |
| _____ (03) EXHIBIT / CUSTOM CARPET RENTAL ORDER | _____ (06) PANELBOARD RENTAL ORDER       |
| _____ (07) DISPLAY RENTAL PACKAGE               | _____ (10) IN-BOOTH FORKLIFT             |
| _____ (08) SIGN AND ART WORK ORDER              | _____ (10) DISPLAY LABOR                 |
| _____ (12) DRAYAGE SERVICES ORDER               | _____ (09) CLEANING SERVICES ORDER       |
| _____ (15) FLORAL RENTAL ORDER                  |  |
| _____ (99) MISCELLANEOUS - LIST _____           |  |

NOTE: Some order forms for furnishings and/or services listed above may not be enclosed if a specific service or item is not offered on this event. If you have any questions, please contact Geo. E. Fern Co.

\* Exhibiting company clearly understand that exhibiting company is ultimately responsible for payment of any and all services invoiced third party which remain unpaid at close of show.

I have notified our independent display house/contractor of the rules and regulations requiring them to submit a Certificate of Insurance to the Official Show Contractor, George Fern Company, by above Deadline Date.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print or Type Your Name \_\_\_\_\_

Name of Event AMAF #4-5405-08 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Street City State Zip Code  
 Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Policy Regarding Official Service Contractor And Regulations For Exhibitor Appointed Independent Display House Contractors To Install and Dismantle Displays**

The Official Service Contractor is appointed to:

- a. Insure the orderly and efficient installation and removal of the overall exposition,
- b. Assure the distribution of labor to all Exhibitors according to the need,
- c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself,
- d. See that the proper type and limits of insurance are in force, and
- e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual trade show services, including labor. Exceptions are:

- f. Supervision may be provided by the Exhibitor.
- g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to supervise the installation and dismantlement of their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirement:

1. The Exhibitor, in writing, must notify Show Management and George Fern Co. of their intention to utilize an independent contractor no later than 25 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters such as from independent contractors are neither valid nor acceptable.
2. Only the one Exhibitor named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must furnish Show Management and George Fern Co. with the names of all on-site employees who will be working on the exposition floor prior to the first move-in day and see that they have and wear at all times identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear an exhibitor work pass supplied by Show Management.
4. The independent contractor must have all business licences, permits and Workman's Compensation insurance required by the State and City governments and the Convention Center Management prior to commencing work, and shall provide Show Management and George Fern Co. with evidence of compliance.
5. The independent contractor must carry a minimum of \$1,000,000 in Public Liability Insurance and shall provide Show Management and George Fern Co. with a certificate of insurance showing the coverages and amounts, and naming the sponsor, George Fern Co. and the Convention Center as co-insured.
6. The independent contractor must follow the scheduled work times or pay any additional costs incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractor must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public space are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exposition floor, aisles, loading docks, services and storage areas will be under the control of the Official George Fern Co.
11. For services such as electrical, plumbing, telephone floral, booth cleaning and drainage, no contractor or support other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitors. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.