2008 NTI EXHIBITOR APPOINTED CONTRACTOR REQUEST FORM

NATIONAL TEACHING INSTITUTE & CRITICAL CARE EXPOSITION®
McCormick Place West · Chicago · May 3 - 8

Exhibitors choosing to use a service firm other than one of the "official" contractors listed in this Service Kit are required to complete this form. Service firms include audio visual, models/booth hostesses, photographers, florists, etc., as well as display builders and specialty contractors. This form must be signed by a REPRESENTATIVE OF THE EXHIBITING COMPANY and RECEIVED by AACN on or before April 8, 2008. Requests received after that date are subject to approval.

I/we intend to use the exhibitor appointed contractor listed below to service our exhibit at the 2008 National Teaching Institute & Critical Care Exposition to be held May 3-8, 2008 at the McCormick Place West in Chicago, Illinois.

EXHIBITING COMPANY _____ BOOTH # _____

NON-OFFICIAL CONTRACTOR _____

PRIMARY ON-SITE CONTACT _____

ADDRESS _____

PHONE (_____) _____ FAX (_____) _____

SERVICE(S) TO BE PROVIDED _____

I/we agree that the regulations set forth in the NTI Guidelines for Exhibitors concerning the use of a non-official, exhibitor-appointed contractor will be followed.

NAME OF EXHIBITING COMPANY REPRESENTATIVE
(Please print)

_____

SIGNATURE _____

DATE _____

*** An original current Proof of Insurance form must be submitted by April 8, 2008 by each Exhibitor Appointed Contractor in order for this request to be approved.**

RETURN THIS FORM BY APRIL 8, 2008 TO:

Maribel Aguayo, Exhibits Coordinator
AACN, 101 Columbia, Aliso Viejo, CA 92656
(T) 949/362-2050 ext. 509 (F) 949/362-2022

2008 NTI EXHIBITOR APPOINTED CONTRACTOR GUIDELINES

NATIONAL TEACHING INSTITUTE & CRITICAL CARE EXPOSITION®
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An exhibitor choosing to use service firms other than those designated as official service contractors must adhere to the following guidelines.

THE **EXHIBITOR** MUST:

- Notify AACN IN WRITING (**no later than April 8, 2008)**, of their intention to utilize an Exhibitor Appointed Contractor, indicating which service firms are authorized to provide services on their behalf. Use the form on the next page for notification.
  (The exhibiting company is responsible for the actions of their appointed, non-official contractors, and violation penalties will apply.)

NOTE: AACN will work only with the exhibiting company. Communication with the non-official contractor is the responsibility of the exhibiting company. If deadline dates are not met, the request will be denied and the exhibitor will be required to utilize the Official Service Contractors' labor.

THE **EXHIBITOR APPOINTED CONTRACTOR** MUST:

- Provide AACN with an **original** certificate of insurance (proving the policy is in effect during the installation and dismantle dates, May 3 - 8, 2008) no later than April 8, 2008. Comprehensive general liability insurance against claims for bodily injury or death and property damage of not less than $1,000,000 for each occurrence and an active worker's compensation insurance policy covering all permanent employees and temporary labor hired to perform work on this event are required. Provide AACN with evidence of compliance and possession of all licenses, permits or bonding required by the federal, state, county or municipal governments, and the Exposition Hall Management prior to commencing work.
- Assure employees have and wear at all times, the badges or work ID provided by AACN.
- Check in at the Exhibitor Service Desk or Security Checkpoint upon arrival to receive permits to work in the exhibit hall.
- Follow scheduled work times and abide by all AACN installation and dismantle rules.
- Do not solicit business in the exposition at any time.
- Confine operation to the exhibit booth(s) of client(s), or designated areas specified by AACN.
- Comply with labor agreements and practices, and not commit or allow to be committed by employees, any acts that could lead to work stoppages, strikes or labor problems.
- Coordinate activities with the Official Service Contractor.

NOTE: The exposition floor, aisles, loading docks, service and storage areas will be under the control of AACN's Official Service Contractor. Violations of the above stated rules will lead to expulsion from the Convention Center. Any objectionable practices by exhibitors or official suppliers should be reported to the AACN Exhibits Department.