



1239 Bellamah NW, Suite A
 Albuquerque, NM 87104
 t. 505.243.9889
 f. 505.243.8197
 www.cssabq.com

email us @
 esr@cssabq.com

NON OFFICIAL CONTRACTOR

CONVENTION SERVICES OF THE SOUTHWEST, INC.

PLEASE READ

Show management has appointed **CSS** as the **official service contractor** to perform and provide necessary services and equipment.

Official service contractors are appointed to:

- Insure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirement of exhibitors, and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

The Official service contractor will provide all usual trade show services, including labor.

Exceptions are:

- The exhibitor may provide supervision.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

Should an exhibitor wish to employ the services of a contractor other than the official contractor, the following conditions must be met.

- 1) **THE EXHIBITOR** must inform **CSS** of the name and address of the contractor and the work to be performed. This information must be received in writing, no later than 30 days prior to the scheduled move in date, at **CSS**.
- 2) **THE NON-OFFICIAL CONTRACTOR** to be used by the exhibitor must do the following:
 - a) Provide a Certificate of Insurance with at least the following items: Comprehensive, General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence. \$1,000,000 with respect to injuries to more than one person in any one occurrence; and \$1,000,000 with respect to damage of property workman's Compensation Insurance, including employee's liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage. The Insurance Certificate must also include: **the show name, exhibiting company name and booth number and the non-official contractors name and phone number.**
 - b) Agree to abide by the rules and regulations of the show.
 - c) Agree to abide by all union rules and regulations.
 - d) Information must be received at **CSS** no later than 30 days prior to the scheduled move in date.
 - e) Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle, and maintain exhibits and exhibit-related equipment. **All non-official contractors must check-in at the CSS Service Center prior to set-up and dismantle.**
 - f) If **both** the "Notification of Intent" form and the "Certificate of Insurance" are not supplied to **CSS** by the 30 day deadline date, the exhibiting firm or non-official contractor will be **required** to order labor from **CSS**.

For services such as electrical, plumbing, telephone, cleaning, drayage, and forklift operation, no contractor, other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and in facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment, which is owned and is to be used in the exhibit space.

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and mail it with a Certificate of Insurance to the address listed above no later than 30 days prior to the move-in. There will be no exceptions. It is the responsibility of the exhibitor to see that each representative of the Non-Official Contractor abides by the official rules and regulations of this event.

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR	
Event Name:	
Company Name:	Booth #:
E-mail address:	Telephone #:
Contact at show:	Type of service to be performed:
Non-Official Contractor:	Telephone # of Contractor:
Address of Service Contractor	City/State/Zip
Authorized by:	