



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

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November 2nd-3rd, 2011
Baltimore Convention Center
Baltimore, Maryland

Non-Official Contractor Request Form

Return Deadline: **October 14, 2011**

Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPM CompleteXPO Services, please read the following restrictions, requirements and restraints. A non-official contractor is any company other than the designated official contractors. If an Exhibitor wishes to use a non-official contractor that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted. The following services cannot be provided by any non-official contractor:

ELECTRICAL • PLUMBING • TELEPHONE LINES • DRAYAGE • RIGGING • BOOTH CLEANING • CATERING

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use contractor's services in the area where unions claim jurisdiction.

Complete this form ONLY if your company is using a Services Contractor other than RPM CompleteXPO Services to unpack, erect, assemble, dismantle or pack your display. THE LOCAL UNION CLAIMS JURISDICTION OVER THE ERECTION, DISMANTLE AND REPAIR BUILDING OF ALL EXHIBITS.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by FRIDAY, OCTOBER 14, 2011.

Event Name:			NeoCon East 2011		
Company Name:			Booth #:		
Address:					
City:		State:		Zip:	
Authorized On-site Representative:			Title:		
Name of Service Firm:					
Address:					
City:		State:		Zip:	
Telephone:			On-Site Supervisor:		
Signature:		Email:		Date:	