



# RPM CompleteXPO Services

*Meeting The Needs of Today's Events!*

411 W. Lake Brantley Rd., Altamonte Springs, FL 32714  
Phone 407-786-EXPO (3976) • Fax 407-786-3977  
E-Mail: info@completexpo.com



October 28<sup>th</sup>-29<sup>th</sup>, 2009  
Baltimore Convention Center  
Baltimore, Maryland

## **Non-Official Contractor Request Form**

*Return Deadline: October 9, 2009*

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 OCTOBER 9, 2009.***

Event Name:			<b>NeoCon East 2009</b>		
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:	