



## Exhibitor-Appointed Contractor Authorization Form

RETURN TO SHOW MANAGEMENT BY March 1, 2010  
WITH PROPER CERTIFICATES OF INSURANCE  
*ONLY IF YOU ARE USING AN Exhibitor Appointed Contractor*

If a Southwest Automotive Aftermarket exhibitor plans to use a firm other than the Official Service Contractors listed on the Official Service Contractors Page, the EXHIBITOR ONLY must complete and mail this form to Show Management no later than March 1, 2010

If the exhibitor fails to supply this form by the date above, the Exhibitor-Appointed Contractor will not be permitted access to the exhibit floor to service the exhibit, and the work will be performed and/or supervised by the Official Service Contractor.

In no event may exhibitor use any service supplier on the exhibit floor other than the official contractors for electrical, plumbing, telephone, catering, security, freight-handling, and rigging.

(Please Type or Print)

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Office Phone Number: (\_\_\_\_) \_\_\_\_\_

Exhibitor Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Should you utilize an exhibitor-appointed contractor, you agree to indemnify and hold harmless the Southwest Automotive Aftermarket Show, its agents, and the exhibit facility from any act or situation which would cause Show Management, its agents, and the exhibit facility to become liable or suffer losses, damages, injuries, claims, demands and expenses including legal expenses, due to the presence or actions of the exhibitor-appointed contractors.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Show Management will accept this form only if signed by the Exhibitor key contact)

Type of work to be performed: \_\_\_\_\_

Independent Service Contractor/Display House: \_\_\_\_\_

Contractor Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

All of the above information MUST BE COMPLETED in order to be accepted by Southwest Automotive Aftermarket Show Management. The independent contractor's original certificate of insurance must be submitted by the above deadline date. **The certificate must name the Southwest Automotive Aftermarket Show, Show Management, its agents, and the exhibit facility as ADDITIONAL INSURED.**

Please return to:  
Southwest Automotive Aftermarket Show  
Show Management  
5005 Royal Lane, Suite 116  
Irving, TX 75063

## EXHIBITOR APPOINTED CONTRACTORS

An exhibitor-appointed contractor is any company other than the designated official contractors listed on the following pages that provides a service (display installation and dismantling, florists, photographers, audio visual, etc.), and needs access to the exhibit at any time during installation, show dates, or during dismantling.

Exceptions to using the official contractors will be granted only if they do not interfere with or prejudice the orderly installation, interim services, or dismantling of the exhibits. An exception will not be granted if it is inconsistent with commitments made and obligations assumed by the Southwest Automotive Aftermarket Show, and its agents, in any contract with service contractors, or in its lease with the Dallas Convention Center. No exceptions will be made for the following services: electrical, plumbing, telephone, security, catering, freight-handling and rigging. On these services, the contractor designated by the Southwest Automotive Aftermarket Show and Show Management must be utilized.

Should you utilize an exhibitor-appointed contractor for any service, you agree to indemnify and hold harmless the Southwest Automotive Aftermarket Show, Show Management and its agents, and the exhibit facility from any act or situation which would cause the Southwest Automotive Aftermarket Show, Show Management and its agents, and the exhibit facility to become liable or suffer losses, damages, injuries, claims, demands and expenses including legal expenses, due to the presence or actions of the exhibitor-appointed contractors.

**The use of the exhibitor-appointed contractors will be considered when the exhibitor has completed the following:**

The exhibiting company is responsible for advising Show Management and its agents, the name, address and contact name of their exhibitor-appointed contractor by completing the "Exhibitor-Appointed Contractor Authorization Form" on the reverse side of this page for each company being used.

**Note: All forms must be received from the exhibiting company and include an original signature.**

***Deadline: March 1, 2010***

All requests must be accompanied by original certificates of insurance from each exhibitor-appointed contractor. Photocopies will not be accepted. Insurance must include worker's compensation / employer's liability in the amount of \$1,000,000; and comprehensive general liability in the amount of \$1,000,000; and must meet the requirements established by the state of Texas; and must name the Southwest Automotive Aftermarket Show, Show Management, the Dallas Convention Center, and its agents as ADDITIONAL INSURED.

***Deadline: March 1, 2010***