



Notice of Intent to Use Exhibitor Appointed Contractors Form

- Please complete this form if your company plans to utilize the services of any independent contractors other than Freeman, the official general service contractor designated by INTA.
- For multiple contractors, duplicate this form as necessary.
- Inform all independent contractors that they must furnish to Ken King (kking@inta.org), a current Certificate of Insurance no later than (Monday, April 2, 2018.) or they will not be permitted to service your exhibit. Exhibitors shall obtain general liability, property damage and fire insurance of not less than \$1,000,000 combined single limits at the exhibitor's own cost and expense. International Trademark Association (INTA), Freeman Decorating Services and Washington State Convention Center must be named as coinsured with limits of liability of at least \$1,000,000 combined single limits, including bodily injury, property damage, fire and theft.
- Ensure that each exhibitor appointed contractor clearly indicates their company name on the Certificate of Insurance.
- Certificates may be faxed to 212-768-7796 or email to kking@inta.org
- It is the responsibility of the exhibiting company to ensure that each independent contractor adheres to all official rules and regulations of the Meeting as set forth by INTA.

Exhibiting Company Name: _____ Booth Number: _____
Submitted by: _____ Date: _____
Phone: _____ Fax: _____ Email: _____
Exhibitor Appointed Contractor Name: _____
Address of Contractor: _____
City: _____ State: _____ Zip: _____
EAC Supervisor Onsite: _____
Phone: _____ Fax: _____ E-mail: _____
Type of service to be performed: _____

Fax or email completed forms to 212-768-7796 or kking@inta.org, or Ken King, INTA, 655 3rd Avenue 10th Fl, New York, NY 10017