



24B Norfolk Avenue
 South Easton, MA 02375
 P. 508 230-0397 F. 508 230-5714

INTERNET TELEPHONY CONFERENCE AND EXPO
 HYATT REGENCY, MIAMI, FL
 FEBRUARY 23 - 25, 2005

EXHIBITOR APPOINTED CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Teamwork Event Specialists, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through Teamwork Event Specialists, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Teamwork Event Specialists no later than **Wednesday, February 9, 2005**. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with the **Hyatt Regency Miami**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Teamwork Event Specialists with **Certificates of Insurance naming Teamwork Event Specialists, "Show Management" and the Hyatt Regency Miami as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Teamwork Event Specialists to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by Wednesday, February 9, 2005, your non-official contractor will be allowed to supervise only. All labor must then be hired from Teamwork Event Specialists for installation and dismantling of the exhibit. There are NO exceptions after the deadline date.

We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

**ORIGINAL CERTIFICATES ONLY
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

EVENT OR SHOW:				
NAME OF EXHIBITING COMPANY				
CONTRACTING COMPANY				
CONTRACTING COMPANY ADDRESS				
CITY	STATE	ZIP	TEL NO:	FAX:
ESTIMATE ARRIVAL AT SHOW			# OF WORKERS	
AUTHORIZED BY:			TITLE:	