



**TEAMWORK**  
 7500 Exchange Drive  
 Orlando, FL 32809  
 P. (407) 438-7480 F. (407) 438-7481

## 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 **Friday, December 18, 2015**. 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 Mirage Hotel & Casino**. 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, National Potato Council, The Mirage Hotel & Casino 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 **Friday, December 18, 2015**, 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**

**Please print or type information below:**

Event or Show:		
Exhibiting Company Name:		Email:
Contracting Company:		Booth #:
Contracting Company Address:		
City:	State:	ZIP:
Telephone:	Fax:	
Estimated Arrival to Show:	# of Workers:	
Authorized By:	Title:	