



EXHIBITOR-APPOINTED CONTRACTOR REGULATIONS

Deadline: February 9, 2018

ALL outside contractors, such as I&D companies, design houses, production companies, technicians, models, entertainers, are considered exhibitor-appointed contractors. An exhibitor-appointed contractor is any company other than the designated official contractors named by NADA that provides a service, (i.e., display, installation/tear down, models, entertainers, florists, photographers, audio visual, and/or their subcontractors), that needs access to your exhibit any time during the installation, show dates or dismantling of the ATD Show Expo. **ATD Show Management will deny access to the floor to any company or person in this category not complying with the exhibitor-appointed contractor requirements. We will grant NO EXCEPTIONS on-site.**

The deadline for notification of exhibitor-appointed contractors is February 9, 2018. Exhibitor-appointed contractor badges will be available at Exhibitor Registration located in the Ballroom Foyer of the Westgate Las Vegas Resort & Casino.

If you will be using an exhibitor-appointed contractor at the ATD Show 2018, you, as the exhibiting company, are responsible for ensuring that you and your contractor and/or their assigns meet the following criteria.

1. A written request from you, the exhibitor, requesting authorization for the exhibitor-appointed contractor to work in your exhibit; use the Exhibitor Appointed Contractor Request Form. **Please note:** Notification from the exhibitor-appointed contractor only is not acceptable. The authorization request must come from the exhibiting company. **Deadline: February 9, 2018.**
2. We require that all exhibitor-appointed contractors submit to NADA Show Management a certificate of insurance with the following coverage:
 - Workers Compensation/Employer's Liability - \$1,000,000
 - Bodily Injury/Property Damage - \$1,000,000
 - Automobile Liability - \$500,000

NADA must be named as additional insured.

Important: Be sure the certificate of insurance indicates the name of the exhibitor-appointed contractor being insured and the name of the exhibiting company for which work is being performed.

3. ATD Show Management requires that each exhibitor-appointed contractor furnish a list of its client(s) for the ATD Show 2018. We also require a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. ATD Show Management also requires that exhibitor-appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor-appointed contractor or does not appear on an approved exhibitor-appointed contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor-appointed contractors must collect the proper certificates of insurance from their subcontractor(s), and maintain the certificates on file for review by ATD Show Management.
4. Exhibitor-appointed contractors agree to abide by ATD badging procedures and understand there may be a fee associated with these procedures.
5. All exhibitor-appointed contractors agree to abide by the Contract Terms and Conditions and Exhibit Rules and Regulations set forth by NADA. Exhibitor-appointed contractors may operate only out of the confines of their client's booth. **Please Note: This will be strictly enforced.** Separate service desks and/or work areas will not be permitted at the Westgate Las Vegas Resort & Casino or on the hotel property.

ATD Show Management will notify exhibitors directly only if we do not approve authorization. Therefore, unless ATD Show Management so informs the exhibitor, and if they meet the listed conditions, we imply the approval of the exhibitor-appointed contractor.

Failure to meet any one of the above steps could jeopardize the exhibitor-appointed service contractor's ability to obtain proper authorization for servicing exhibiting companies. ATD may deny access by or use of any non-official service contractor if they do not meet these specific requirements of ATD Show Management.



Request for Exhibitor Appointed Contractor

DEADLINE: February 9, 2018

ATD Show 2018 | March 22-24, 2018
Westgate Las Vegas Resort & Casino | Las Vegas, Nevada

Exhibiting Company

Address

City/State/Zip

Contact

Email Address

Telephone Number

Fax Number

Booth Number

Booth Dimensions

I am requesting to use the services of the company listed below at the ATD Show 2018.

Exhibitor-Appointed Contractor Information (please attach a list of additional contractors if applicable)

Company

Address

City/State/Zip

Contact

Telephone Number

Fax Number

All exhibitor-appointed contractors must submit to NADA exposition management a certificate of insurance with the following coverage:

Workers Compensation/Employer's Liability - \$1,000,000

Bodily Injury/Property Damage - \$1,000,000

Automobile Liability - \$500,000

I have read and understand Section 7 ("Exhibit Services") of the NADA/ATD Exhibit Rules and Regulations relating to the use of an exhibitor-appointed contractor at the ATD Show 2018. I have informed the above-listed contractor of the requirements stated in Section 7 of the Exhibit Rules and Regulations, and the above-listed contractor has agreed to meet these requirements.

Name (please print)

Signature

Title

Date

Requests to use an exhibitor-appointed contractor and addendum or substitutions to requests will not be considered after the deadline date. Return this form by **February 9, 2018** via **FAX** to 703-749-4733 or **E-mail** to expoforms@nada.org