



6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232 WWW.VISTACS.COM

**DEADLINE DATE:
JANUARY 11, 2024**

INTENT TO USE NON-OFFICIAL CONTRACTORS

Submit this form if the exhibiting company intends to use a contractor other than VISTA Convention Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and VISTA Convention Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-Official, exhibitor appointed contractors must use labor supplied by Vista Convention Services unless the following requirements are fulfilled:

Exhibitors must return this completed form to Vista Convention Services at least thirty (30) days prior to the show.

Non-official (EAC) contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing VISTA as an additional insured, furnished by their broker to VISTA's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.

Non-official (EAC) contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.

All personnel must be properly badged at show site. ESCA badges are required at the SDCC.

ALL booth cleaning is an exclusive of the SDCC. EAC's are not permitted to vacuum carpet in the booths.

Non-official installation and dismantle contractors may provide supervision. Non-official (EAC) contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Non-Official (EAC) Contractor Information

Non-Official (EAC) Contractor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Contact In Booth: _____ Cell #: _____

COMPANY NAME _____ BOOTH # _____

Submit orders to: ORDERS@VISTACS.COM before deadline date!