

# Exhibitor Appointed Contractor Agreement

An Exhibitor Appointed Contractor is any non-official, outside contractor used by an exhibitor that is not listed as an official contractor in this Exhibitor Service Guide. This contractor is providing a service and needs access to your booth. All exhibitors using an outside contractor must fill out this form and comply with all guidelines outlined and must submit all forms and insurance certificates to the Expo office.

**DEADLINE: January 20, 2012**

**FAX TO: (559) 688-5276**

1. No admittance to the show grounds without a badge (must be worn at all times). Badges are required for admittance to expo grounds from January 30-February 13. Exhibitor badges are required for admittance to Expo grounds from February 14-16.
2. Each temporary worker for each day of move-in must have a Temporary Badge. There is no charge or limit for these badges. The badges must be picked up from security outside of North Gate 6.
3. Pre-show hours are from 8:00 am to 5:00 pm. **Show days hours are from 5:00 pm to 7:00 am**
4. Must have **Proof of Liability Insurance** (\$1 Million) and **Worker Compensation Insurance** on file with the Agri-Center, listing International Agri-Center as additional insured before February 13<sup>th</sup>, 2012.
5. If using water, remember to keep water under control so spray does not reach neighboring exhibitors' display. Any infringement on another exhibitor's space is strictly prohibited.
6. All water must be from City of Tulare hydrants. Please contact Dan Boggs for a **City Permit (NO METER)** at (559) 684-4324. Permit will be required to receive water. City Water Department will control this.
7. Agri-Center water is **NOT** available for pressure washers. Anyone using Agri-Center water will be asked to leave.
8. If washing equipment after hours, security will be required. Security must be scheduled and a deposit paid prior to performing work. Schedule security in the security office outside of North Gate 6; call 559-687-8889; or use order form on page J.

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## Exhibitor Information

*I have read and understand the guidelines relating to the use of an Exhibitor Appointed Contractor. I have informed the listed contractor of the requirements and listed contractor has agreed to meet these requirements.*

**Exhibiting Company:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Contractor Information

*If using more than one company, please list additional companies on separate sheet and attach.*

**Appointed Contractor:** \_\_\_\_\_

**Contractor Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_