



Exhibitor Appointed Contractor Request – 2019 Great American Beer Festival®

In addition to the official contractors, exhibitors may select other contractors to provide services other than those listed below for which the official contractor must be used:

Electrical	Plumbing
Material handling	Security services
Telephone	Rigging
Booth cleaning	

Written requests to use an Exhibitor Appointed Contractor (EAC) must be submitted by the exhibiting company, and received by the Brewers Association, at least 30 days prior to start of show. Due to the necessity of coordinating all activities during the move-in, exposition, and move-out periods, exhibitors who choose to use an appointed contractor must complete this form providing the required information.

All requests to use an Exhibitor Appointed Contractor (EAC) are subject to approval by the Brewers Association. Requests will be approved only if it will not interfere with or prejudice the orderly setup, interim services, and dismantling of the exposition. Requests will not be approved if it is inconsistent with the commitments made and obligations assumed by the Brewers Association in any contract with Official Service Contractors or in its license agreement with the Colorado Convention Center.

EAC's must provide the BA with a Certificate of Insurance at least 30 days prior to start of show.

A SEPARATE FORM MUST BE SUBMITTED FOR EACH APPOINTED CONTRACTOR

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

CONTRACTOR COMPANY NAME _____

CONTACT NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____ EMAIL _____

SERVICE(S) TO BE PROVIDED _____

EXHIBITING COMPANY INFORMATION

COMPANY _____ BOOTH _____

CONTACT _____

CONTACT EMAIL _____

CONTACT PHONE _____

AUTHORIZED SIGNATURE _____
(MUST BE SIGNED BY OFFICIAL REPRESENTATIVE AS INDICATED ON EXHIBIT CONTRACT)

PLEASE RETURN TO:

Brewers Association
1327 Spruce St
Boulder, CO 80302

Or via email to advertising@brewersassociation.org

USE OF EXHIBITOR APPOINTED CONTRACTORS

Exhibitors wishing to use a contractor other than the official general contractor, FREEMAN, to install or dismantle an exhibit booth OR a contractor other than any official listed as the Official Service Contractor in the Exhibitor Service Kit must fulfill all of the following requirements:

- Notify BA which firm you will be at least 30 days prior to start of show.
- Submit to BA a certificate of insurance in the amount of at least \$1,000,000.00 combined general liability at least 30 days prior to show.
- The contractor must have a valid order for service from exhibitor in advance of the first official move-in day
- Solicitation of business on the show floor is strictly prohibited.
- Wrist bands for employees of non-official contractors valid for installation and dismantle may be obtained from security personnel.
- Contractors must cooperate fully with the official contractors in the efficient utilization of labor, equipment, space and time. Further, all contractors must abide by the Rules and Regulations as set forth in the Exhibitor Service Kit.
- BA holds each exhibitor responsible for services in connection with its exhibit, including: freight, drayage, rentals, labor and all services engaged by a non-official contractor.
- Exhibitor appointed contractors may not set up on the show floor or display their company signage in public areas.

To see a complete list of all Official Contractors and their corresponding forms, see the Forms & Brochures tab of the Exhibitor Service Kit.