

Exhibitor Appointed Contractors

Should you utilize the services of any Exhibitor Appointed Contractors (“EAC”), the following requirements must be in compliance.

- Freeman and WPMA must be notified of all contractors working in the exhibit hall. Complete the Notice of Intent (Below) and return no later than Friday, February 3, 2023. Email to kimw@wpma.com or fax to 801-262-9413.
- All EAC’s (including production companies) must show proof of insurance for General Liability, Workers’ Compensation Liability and Business Automobile Liability and must provide WPMA with a current Certificate of Insurance with limits of not less than the following: \$1,000,000 General Liability, \$100,000 Workers’ Compensation, and \$1,000,000 Business Automobile Liability. The WPMA, the Mirage Hotel, and Freeman must be named as additional insureds on all policies. The Certificate of Insurance must cover Sunday, February 19, 2023 through Friday, February 24, 2023 and must be received no later than Friday, February 3, 2023. Failure to do so will prevent said EAC’s from gaining access to the show floor.
- The EAC shall be prepared to show evidence that it has valid authorization from the Exhibitor for services. The EAC may not solicit business on the exhibit floor.
- The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor’s booth space.
- The EAC must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of tapes and other remnants of use).
- The EAC must adhere to the move-in and move-out schedules. Exhibitors will be responsible for any additional expenses incurred by WPMA should deadlines not be met.
- All personnel, under the employment of EAC’s, must be registered and badged by show management and obtain Temporary Workers Badges. Badges will not be issued until insurance requirements are met. (No one will be allowed on the show floor without the proper conference badges.)
- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Conference as set forth by WPMA.

Notice of Intent to Use Exhibitor Appointed Contractors Form

- Please complete this form if your company plans to utilize the services of any independent contractors other than Freeman, the official general service contractor designated by WPMA.
- For multiple contractors, duplicate this form as necessary.
- Inform all independent contractors that they must send a current Certificate of Insurance no later than (Friday, February 3, 2023) or they will not be permitted to service your exhibit.
- Ensure that each exhibitor appointed contractor clearly indicates their company name on the Certificate of Insurance.
- Certificates may be faxed to 801-262-9413 or emailed to kimw@wpma.com.
- It is the responsibility of the exhibiting company to ensure that each independent contractor adheres to all official rules and regulations of the Conference as set forth by WPMA.

Exhibiting Company Name: _____ Booth Number: _____

Submitted by: _____ Date: _____

Phone: _____ Fax: _____ Email: _____

Exhibitor Appointed Contractor Name: _____

Address of Contractor: _____

City: _____ State: _____ Zip: _____

EAC Supervisor Onsite: _____

Phone: _____ Fax: _____ E-mail: _____

Type of service to be performed: _____

Fax or email completed forms to 801-262-9413 or kimw@wpma.com

WPMA, PO BOX 571500, Murray, UT 84157-1500

Deadline for Submission Friday, February 3, 2023