

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment should be done by the correct type of labour. Levy Show Service Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labour can be made through Levy Show Service Inc. in advance. Labour forms are included in the Exhibitor Service Manual.

If an exhibit will be erected (etc.) by an outside supplier/contractor (e.g. a display house), then this form should be completed and sent to Levy Show Service Inc. no later than **May 17, 2024**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, the contractor designated by Management must be used.

All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Show Service Inc. with Certificates of Insurance naming **Levy Show Service Inc., ADS Shows Inc. and the APNA TRUCK SHOW** as additional insured's by **May 17, 2024**. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Show Service Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the May 17, 2024.

**ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ Prov/State: _____ PC/Zip: _____

Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____
(Sign & Print Name)

Date: _____ Signature: _____