



FB INTERNATIONAL, INC
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E: customerservice@fbinternational.net



**Notice of Intent to use an
Exhibitor Appointed Contractor**

PLEASE RETURN THIS FORM NO LATER THAN MAY 5, 2023

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
CONTACT NAME: _____ PHONE: _____
EMAIL ADDRESS: _____
AUTHORIZED SIGNATURE: _____

An Exhibitor Appointed Contractor is a service firm other than the official contractors listed in this Exhibitor Manual. Service firms include providers of display and installation, audio-visual, florist, photography, etc., that will need access to your booth during installation and dismantle. Due to the necessity of coordinating all activities during move-in and move-out and for security purposes, exhibitors who choose to use these contractors must complete this form comply with all rules and regulations and supply all necessary insurance information by **May 5, 2023**

EXHIBITOR APPOINTED CONTRACTOR: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ FAX: _____ EMAIL ADDRESS: _____
PRIMARY ON-SITE CONTACT: _____
DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

Please inform your EAC that, for security reasons, ALL contractors will be required to identify themselves with the proper paperwork as well as badge and photo identification at all times during move-in, move-out and anytime they are present on the premises of Industry City.

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