



**Request For Set-Up By Non-Official Exhibitor
 Appointed Contractor**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Service, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede Exposition Services/Allied Service in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede Exposition Services/Allied Convention Service no later than **March 16, 2012**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Indianapolis Convention Center & Lucas Oil Stadium**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede Exposition Services/Allied Convention Service with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, PennWell Corporation, FDIC and the Indianapolis Convention Center & Lucas Oil Stadiums additional insured's** at the time that a request for an exception is made. 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 Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by **March 16, 2012**, your non-official contractor will be allowed to supervise only. There will be no exceptions after the Deadline. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.*

PLEASE MAIL OR FAX YOUR COPY TO BREDE/ALLIED

SHOW NAME	FDIC 2012
COMPANY NAME	BOOTH #
NON-OFFICIAL CONTRACTOR	
CONTRACTOR ADDRESS	
PHONE#:	FAX#:
ESTIMATED ARRIVAL AT SHOW	# OF WORKERS
AUTHORIZED BY:	TITLE



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