

Please return form to:
VEITHsymposium
Attention: Steven Feld
Tel: (917) 446-9818
sfeld@veithsymposium.org

**NOTIFICATION OF INTENT TO USE
EXHIBITOR APPOINTED CONTRACTOR**

DEADLINE DATE
OCTOBER 21, 2023

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor Appointed Contractor: _____

Address: _____

Type of Service to be Performed: _____

Inform your **Exhibitor Appointed Contractor** that they **must** send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

NAME OF SHOW **2023 VEITHsymposium /2023 AIMsymposium/ 2023 DATES / NOVEMBER 12-18, 2023**

COMPANY NAME _____ BOOTH# _____

ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY _____ PRINT NAME _____ DATE _____

PHONE# () _____ EXT. _____ FAX# () _____ E-MAIL _____