



## Exhibitor Appointed Contractors Notification Form

***If you are using a contractor other than those appointed by The Pittsburgh Conference, you must complete and return this form by January 23, 2012.***

Exhibitor Appointed Contractors are required to carry a **comprehensive general liability insurance policy** such as the one described in the "Display Rules & Regulations." The "Waiver and Release" is NOT AN OPTION for contractors. It is the Exhibitor's responsibility to ensure that their contractors have sent proof of insurance coverage to The Pittsburgh Conference prior to Pittcon 2012.

**CONTRACTORS WILL NOT BE PERMITTED TO OPERATE IN THE ORANGE COUNTY CONVENTION CENTER UNLESS A CERTIFICATE OF INSURANCE HAS BEEN RECEIVED BY THE PITTSBURGH CONFERENCE.**

It is the Exhibitor's responsibility to assure that your company's appointed I&D company or any other contractors appointed by you, post proof of this mandated insurance before Conference time.

We do not want to deny your Exhibitor Appointed Contractor access to the exhibit floor, but we will be compelled to do that if we do not receive their PROOF of insurance coverage.

Exhibitor Company Name \_\_\_\_\_ BOOTH # \_\_\_\_\_

Address \_\_\_\_\_

**Exhibitor Appointed Contractor** \_\_\_\_\_

Contact \_\_\_\_\_ Contact Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contracted for the following services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### RETURN THIS FORM BY JANUARY 23, 2012 TO:

Pittsburgh Conference  
Attn: Tammy Yallum  
300 Penn Center Blvd., Suite 332  
Pittsburgh, PA 15235  
FAX: (412) 825-0366  
yallum@pittcon.org

## Exhibitor Appointed Contractors (EAC) and I & D Personnel Exposition Floor Access

(This information should be forwarded to your EAC's and I&D Personnel)

***This is critical information concerning access credentials to the Pittcon 2012 Exposition Floor. Failure to follow these instructions may delay your access to the exhibitor floor.***

The official security provider for Pittcon 2012, SOA Security, has been notified of your involvement as installation and dismantling labor or as appointed contractor personnel with an exhibiting company.

Badge stickers will be used as the general access credential for Pittcon 2012. A different color badge sticker is required for every day of event operation: Move-in-Days, Show Days and Move-out Days.

### **BADGES STICKERS MUST BE WORN AT ALL TIMES**

- On a daily basis, you must PICK UP a badge sticker at the **Security Desk** located in Information Booth in the AB Lobby of the Orange County Convention Center, West Building.
- SOA Security will staff the **Security Desk** starting at 7:00 am Thursday, March 8, 2012. If a badge sticker is needed prior to Thursday, March 8<sup>th</sup>, simply see the security guard on duty.
- Badge stickers are numbered serially and you will be required to sign your name next to the appropriate number corresponding to your badge sticker.
- Badge stickers will always be available the day before their scheduled use from 3:00 pm. to 5:00 pm ONLY. Keep this in mind when determining your labor calls and meeting point.
- *Personnel lacking proper credentials WILL NOT be permitted to access the exhibit floor.*

### **When picking up badge stickers for MULTIPLE individuals:**

- You must keep a record of all the personnel names and their corresponding badge sticker serial numbers (You may be asked for a list of names and serial numbers at any time during Pittcon 2012).
- You must distribute badge stickers to personnel OUTSIDE the exhibit floor.

*Thank you for your cooperation. Any questions may be directed to:*



**Special Operations Associates, Inc. (SOA)**  
(702) 386-8065  
[soa@soasecurity.com](mailto:soa@soasecurity.com)