



Non Official Contractors' Rules & Regulations

NOTIFICATION DEADLINE DATE: July 3, 2026

IMS has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.

A NON-OFFICIAL CONTRACTOR IS:

Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign "Intent to Use Non Official Contractor" form. It must be received at IMS no later than the Deadline Date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
2. The Non-Official Contractor must provide IMS with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. NO EXTENSIONS OR EXCEPTIONS WILL BE GRANTED AFTER THE OFFICIAL PUBLISHED DEADLINE.
3. Failure to provide IMS with items 1 and/or 2 above will result in said firms being required to hire installation and dismantling labor from IMS. Non-Official Contractors will be able to provide supervision only.
4. Each representative of a Non-Official Contractor must physically pick up, in person, an Exhibitor Crew badge at the Show Office . If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Contractor he/she must be accompanied to the Show Office by a representative who does have verifying identification.
5. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance and work rules. All representatives of the Non-Official Contractor must obtain an Exhibit Crew badge at the Show Office.
6. The representative of a Non-Official Contractor shall have a true and valid order for service from an Exhibitor in advance of the show move-in date and shall not solicit business on the show floor.
7. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

It is the responsibility of the Exhibitor to see that each representative of a Non-Official Contractor abides by the Official Rules and Regulations of this Exposition.

Intent to Use Non Official Contractor (Upload Required)

IMPORTANT: It is the responsibility of each Exhibiting Firm who is utilizing a Non-Official Contractor to complete and return the following forms to IMS no later than July 3, 2026

- “Intent to Use Non Official Contractor” form, which is located on the bottom of this page.
- Liability “Certificate of Insurance” form which names Inclusive Management Services, Inc. as additionally insured for each Non-Official Contractor firm being utilized. (Note: The exhibitor appointed contractor must maintain at least \$1 million in Employer’s Liability, General Liability, Automobile Liability and Worker’s Compensation as required in the state the exposition is located.) When submitting your insurance certificate, the name and booth # of your company must be referenced on the certificate or it will be void.

IF BOTH THE “INTENT TO USE NON-OFFICIAL CONTRACTOR” FORM AND “CERTIFICATE OF INSURANCE” ARE NOT SUPPLIED TO IMS BY JULY 3, 2026, THEN ANY REPRESENTATIVE OF THE EXHIBITING FIRM OR NON-OFFICIAL CONTRACTOR WILL BE REQUIRED TO ORDER LABOR FROM IMS.

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EXHIBITING FIRM:	
BOOTH #:	
AUTHORIZED NAME AND TITLE:	
AUTHORIZED SIGNATURE:	
FULL NAME OF NON-OFFICIAL CONTRACTOR:	
COMPLETE ADDRESS:	
CITY:	
STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:	
AUTHORIZED SIGNATURE:	
PHONE NUMBER:	
FAX NUMBER:	E-MAIL:
NON-OFFICIAL CONTRACTOR “SHOW-SITE” REPRESENTATIVE (If not the same as above):	
DIRECT PHONE NUMBER:	
TYPE OF SERVICE TO BE PERFORMED:	
WILL NON-OFFICIAL CONTRACTOR NEED ACCESS TO IMS ONLINE ORDERING:	

THIRD PARTY STATEMENT OF TERMS

IMS will bill to third parties for payment of all services rendered to exhibitors provided the following conditions are met:

The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form (If applicable).

- The charge card information must be completed on the IMS Online Portal. Third Parties must contact the assigned IMS CSR to have an online account created for them.
- If there is any doubt who is to be invoiced for a service, the charges for the service will be charged to the exhibitor.
- The exhibiting firm is ultimately responsible for the payment of all charges.
- The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied.

We understand that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not place a credit card on file online, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW. Fill out this form completely.

Your signature below denotes acceptance of all terms and conditions within the Exhibitor Service Manual.

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EXHIBITING FIRM:			
BOOTH #:			
AUTHORIZED NAME AND TITLE:			
AUTHORIZED SIGNATURE:			
DISPLAY HOUSE NAME/THIRD PARTY PAYER:			
COMPLETE ADDRESS:			
CITY:			
STATE:		ZIP CODE:	
AUTHORIZED NAME AND TITLE:			
AUTHORIZED SIGNATURE:			
PHONE NUMBER:			
FAX NUMBER:		E-MAIL:	
ITEMS TO BE BILLED TO THIRD PARTY: <i>Specify Material Handling, Furnishings, etc... or ALL</i>			