



6575 Delilah Road P: 609-485-2421  
 PO Box 3000 F: 609-485-2392  
 Pleasantville, NJ 08232  
 WWW.VISTACS.COM

## INTENT TO USE NON-OFFICIAL CONTRACTORS

**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 this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown below. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown below. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

**NOTIFICATION DEADLINE DATE: MARCH 30, 2023**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Full Name of Non-Official Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Non-Official Contractor "Show Site" Representative: \_\_\_\_\_

Type of Service to Be Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**