

NATIONAL LEAGUE OF CITIES  
CONGRESS OF CITIES & EXPO  
DECEMBER 6 ~ 8, 2006  
RENO SPARKS CONVENTION CENTER  
RENO, NEVADA

## Intent To Use Non-Official/ Exhibitor Appointed Contractor

If your company plans to use a Contractor other than Freeman, complete this form and return it to the address below:

Non-Official contractors must use labor supplied by Freeman unless the following requirements are fulfilled:

1. Exhibitors must return this completed form to National League of Cities at least thirty (30) days prior to the show.
2. Non-Official contractors must **attach** proof of adequate insurance, in the form of a policy rider, furnished by their broker to National League of Cities office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
3. Non-Official contractors must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
4. All personnel must be properly badged at show site.

Non-Official installation and dismantle contractors may provide supervision. All Non-Official contractors are allowed on the exhibit floor ONLY during official installation and dismantle hours, providing the information above is supplied.

Failure to comply with any or all of the above will result in refusal of the Non-Official contractor to service your exhibit.

Non-Official Contractor: _____	
Address: _____	
Phone#: _____	Pager #: _____
Contact in Booth: _____	

Booth Name	_____	Booth No.	_____
Ordered By	_____	Title	_____
Phone ( )	_____	Fax ( )	_____
Address	_____	City/State/Zip	_____

**Return To: J. Spargo & Associates,  
11208 Waples Mill Rd, Suite 112, Fairfax, VA 22030  
Phone: 703/631-6200 Fax: 703/654-6931**