



## THIRD-PARTY CONTRACTOR FORM

**Must be completed by exhibitor and returned no later than January 18, 2019**

**Member Company:** \_\_\_\_\_

**Voting Member:** \_\_\_\_\_

**Third-Party Contractor Company:** \_\_\_\_\_

**Third-Party Contact:** \_\_\_\_\_

**Third-Party Cell Phone #:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name(s) of Third-Party Delegates for Setup/Teardown:**

\_\_\_\_\_

### REQUIREMENTS FOR FLOOR ACCESS

- 1) You, the exhibitor, must fill out this **THIRD-PARTY CONTRACTOR FORM** and return it to PPC for badge issuance and loading dock validation.
- 2) You must provide your third-party contractor with the complete set of **Show Rules & Regulations** as well as **Health & Safety Guidelines** (found at <https://tops19.pppc.ca/exhibitors/>). They must comply with all guidelines, rules and regulations.
- 3) Times for unloading, set-up and tear-down by these contractors will be determined by Management to ensure enough time is allowed to all, starting with our official contractors. Please have them contact Rob McCall at [rmccall@rogers.com](mailto:rmccall@rogers.com) for a move-in & set-up time.
- 4) Third party contractors must provide PPC with a proof of liability insurance with coverage of \$1,000,000 for work being done on the show floor.
- 5) They are not to extend their mandate further than the services they are rendering. Soliciting other business with other member companies during set-up, show time and tear-down is prohibited and could compromise a third-party contractor's future access.
- 6) As per show regulations, Distributors and other Suppliers, members or not, cannot act as third-party contractors. Access conditions are based on membership categories. See **Show Rules & Regulations**.
- 7) If a third-party contractor is also another Supplier or Distributor, member or not, no person of the company will be able to walk the show floor as a visitor. If they wish to walk the show floor as a Distributor, they will not be able to access the floor during move-in, set-up and tear-down times.

**Member signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return completed form to [events@pppc.ca](mailto:events@pppc.ca) or fax to 800-489-8741

### For PPC use only

Booth Number: \_\_\_\_\_ Booth set-up times: \_\_\_\_\_

Booth dismantling times: \_\_\_\_\_ Loading dock arrival date & time: \_\_\_\_\_

Number of shipment(s) expected: \_\_\_\_\_ Liability Insurance: Yes No