



**THIS FORM IS DUE BY NOVEMBER 2, 2020.**

If your company plans to use a firm who is not our official service contractor (Freeman), please complete this form and mail, fax or email to the address listed below.

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

Contact at Show \_\_\_\_\_

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

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of Service to be Performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 Days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the officials rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

**RETURN COMPLETED FORM BY FAX, EMAIL OR MAIL TO:**

Debbie Miles, Trade Show Coordinator  
AAEP  
4033 Iron Works Parkway  
Lexington, KY 40511  
dmiles@aaep.org  
Fax: (859) 233-1968