



## EXHIBITOR-APPOINTED CONTRACTOR REGULATIONS

**Deadline: December 4, 2023**

ALL outside contractors, such as I&D companies, design houses, production companies, technicians, models, entertainers, are considered exhibitor-appointed contractors. An exhibitor-appointed contractor is any company other than the designated official contractors named by NADA that provides a service, (i.e., display, installation/tear down, florists, photographers, audio visual, and/or their subcontractors), that needs access to your exhibit any time during the installation, show dates or dismantling of the NADA Expo. **NADA Show Management will deny access to the floor to any company or person in this category not complying with the exhibitor-appointed contractor requirements. We will grant NO EXCEPTIONS on-site.**

The deadline for notification of exhibitor-appointed contractors is December 4, 2023. Exhibitor-appointed contractor badges will be available at the EAC Check-in locations.

**If you will be using an exhibitor-appointed contractor at the NADA Show 2024, you, as the exhibiting company, are responsible for ensuring that you and your contractor and/or their assigns meet the following criteria.**

1. A written request from you, the exhibitor, requesting authorization for the exhibitor-appointed contractor to work in your exhibit; use the Exhibitor Appointed Contractor Request Form. **Please note:** Notification from the exhibitor-appointed contractor only is not acceptable. The authorization request must come from the exhibiting company. **Deadline: December 4, 2023.**
2. We require that all exhibitor-appointed contractors submit to NADA Show Management a certificate of insurance with the following coverage:
  - Workers Compensation/Employer's Liability - \$1,000,000
  - Bodily Injury/Property Damage - \$1,000,000
  - Automobile Liability - \$500,000NADA must be named as additional insured.  
**Important: Be sure the certificate of insurance indicates the name of the exhibitor-appointed contractor being insured and the name of the exhibiting company for which work is being performed.**
3. NADA Show Management requires that each exhibitor-appointed contractor furnish a list of its client(s) for the NADA Show 2024. We also require a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. NADA Show Management also requires that exhibitor-appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor-appointed contractor or does not appear on an approved exhibitor-appointed contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor-appointed contractors must collect the proper certificates of insurance from their subcontractor(s) and maintain the certificates on file for review by NADA Show Management.
4. Exhibitor-appointed contractors agree to abide by NADA badging procedures and understand there may be a fee associated with these procedures.
5. All exhibitor-appointed contractors agree to abide by the Contract Terms and Conditions and Exhibit Rules and Regulations set forth by NADA. Exhibitor-appointed contractors may operate only out of the confines of their client's booth. **Please Note: This will be strictly enforced.** Separate service desks and/or work areas will not be permitted at Las Vegas Convention Center or on the Convention Center property.

NADA Show Management will notify exhibitors directly only if we do not approve authorization. Therefore, unless NADA Show Management so informs the exhibitor, and if they meet the listed conditions, we imply the approval of the exhibitor-appointed contractor.

Failure to meet any one of the above steps could jeopardize the exhibitor-appointed service contractor's ability to obtain proper authorization for servicing exhibiting companies. NADA may deny access by or use of any non-official service contractor if they do not meet these specific requirements of NADA Show Management.



# Request for Exhibitor Appointed Contractor

**DEADLINE: December 4, 2023**

NADA Show 2024 | February 1-4, 2024  
Las Vegas Convention Center | Las Vegas, NV

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Exhibiting Company

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Contact Email Address

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Phone Number (Direct or Cell)

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Booth Number Booth Dimensions

**I am requesting to use the services of the company listed below at the NADA Show 2024.**

Exhibitor-Appointed Contractor Information (please attach a list of additional contractors if applicable)

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Company

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Address

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City/State/Zip

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Contact Telephone Number Fax Number

**All exhibitor-appointed contractors must submit to NADA expo management a certificate of insurance with the following coverage:**

- Workers Compensation/Employer's Liability - \$1,000,000**
- Bodily Injury/Property Damage - \$1,000,000**
- Automobile Liability - \$500,000**

I have read and understand Section 7 ("Exhibit Services") of the NADA Exhibit Rules and Regulations relating to the use of an exhibitor-appointed contractor at the NADA Show 2024. I have informed the above-listed contractor of the requirements stated in Section 7 of the Exhibit Rules and Regulations, and the above-listed contractor has agreed to meet these requirements.

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Name (please print) Signature

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Title Date

**Requests to use an exhibitor-appointed contractor and addendum or substitutions to requests will not be considered after the deadline date.** Return this form by **December 4, 2023**, via E-mail to [expoforms@nada.org](mailto:expoforms@nada.org)