



# EXPO

Oct. 12-14, 2022

Education: Oct. 11-14

Charlotte Convention Center | Charlotte, NC USA

## EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION FORM

If your company plans to use a contractor other than an official contractor, please complete this form and return it by **Sept. 9, 2022**. Failure to do so will result in the inability of the contractor to serve your exhibit. In addition, your selected contractor must furnish an original Certificate of Insurance showing general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The insurance must be in force throughout the entirety of the event, including installation and dismantling of the 2022 IFAI exposition and naming the Advanced Textiles Association (1801 County Road B West, Suite 100, Roseville, MN 55113) as certificate holder. The additional insureds must read as follows: Advanced Textiles Association, Charlotte Convention Center and Freeman. **These requirements will be strictly enforced.**

### Exhibitor Information

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

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

### Contractor Information

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

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

Onsite Phone \_\_\_\_\_ Emergency 24hr Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Estimated Number of Workers \_\_\_\_\_ Date of Arrival \_\_\_\_\_

Brief description of type of work to be performed \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check here if you are hiring a contractor to **supervise** show official contractor labor (same insurance required)

Supervisor Name (if applicable) \_\_\_\_\_

\_\_\_\_\_

Exhibitor Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit completed form to Katie MacKenzie by **September 9, 2022**  
email: [katie.mackenzie@textiles.org](mailto:katie.mackenzie@textiles.org)