

Please return form to:
AMCP Exhibits
exhibits@amcp.org

**NOTIFICATION OF INTENT TO USE
EXHIBITOR-APPOINTED CONTRACTOR**

| |
|----------------------|
| DEADLINE DATE |
| April 8 2024 |

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and e-mail to the address listed above.

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor-Appointed Contractor: _____

Contact Cell Phone: _____

Type of Service to be Performed: _____

Inform your Exhibitor-Appointed Contractor that they must send a copy of their General Liability Insurance Certificate to AMCP Exhibits at exhibits@amcp.org no later than 7 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 official rules and regulations of this event.

This form must be received 7 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

AMCP 2024 / April 15-18, 2024 / Exhibits Open: April 16-17, 2024

NAME OF SHOW _____

COMPANY NAME _____ BOOTH# _____

ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY _____ PRINT NAME _____ DATE _____

PHONE# _____ CELL # _____ E-MAIL _____

Certificate of Insurance (COI)

Send to:
AMCP Exhibits
exhibits@amcp.org

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As a standard requirement for all exhibitors, Exhibitor must present proof or documentation of insurance (certificate of insurance, COI) to AMCP. Failure to provide certificate of insurance will prevent exhibitor installation.

Exhibitor must adequately insure their materials equipment, goods and wares against theft, damage, loss, or injury of any kind and must do so at their own expense; AMCP, the New Orleans Ernest N. Morial Convention Center, and Freeman are not responsible for any loss (howsoever caused) to any property of any Exhibitor.

AMCP requires Exhibitor to maintain general liability insurance from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of AMCP 2024: April 15-18, 2024, naming AMCP as the certificate holder.

The following must be named as additional insured: Freeman; New Orleans Public Facility Managed, Inc., Ernest N. Morial Exhibition Hall Authority, New Orleans Ernest N. Morial Convention Center and the City of New Orleans. State the booth # under Description of Operations/Locations/Vehicles.