



EXHIBITOR APPOINTED CONTRACTOR FORM

RETURN FORM VIA EMAIL TO:

COMPANY NAME: Reaching Out MBA, Inc.

ATTN: Julie Miller

EMAIL ADDRESS: jmiller@reachingoutmba.org

If your company plans to use a firm that is not an official service contractor as designated by Show Management, please complete this form, and submit it via email using the details listed above.

ROMBA will require a Certificate of Insurance on file from the EAC prior to the Conference with the following limits of coverage:

- Comprehensive General Liability Insurance, including Personal Injury Liability and Contractual Liability with limits of liability for bodily injury and property damage of not less than \$1,000,000 per occurrence/\$2,000,000 in the aggregate
- Workers' Compensation and Employee Liability Insurance, including All Other States Endorsement. The limit of liability under the Employee Liability section of the Workers' Compensation Insurance policy shall not be less than \$100,000
- Comprehensive Motor Vehicle Liability Insurance should include limits of not less than \$1,000,000 for bodily injury and property damage resulting from any one occurrence
- Reaching Out MBA Inc (3700 Quebec Street Suite 100, PMB#189 Denver, CO) and Hilton Anatole (2201 N Stemmons Fwy, Dallas, TX 75207) must be named as Additionally Insured for all liability coverage and the Certificate of Insurance must state that fact. Reaching Out MBA and the Hilton Anatole will not be responsible for any loss or damage to any tools, equipment, property, or material of the exhibitor. It is therefore recommended that the exhibitor maintain its own insurance for these items and take appropriate action for your protection.

Company Information

Main Contact Information

First Name	Last Name
Phone	Email Address
Signature	

Exhibitor Appointed Contractor Company

Name
Address
Phone
Type(s) of Service to be Performed

On-Site Contact Name and Emergency Number

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor (EAC) abides by the official terms, conditions, and guidelines of this event. Any Exhibitor Appointed Contractor (EAC) who fails to abide by the official terms, conditions, and guidelines may be removed from the showroom floor regardless of completion of requested services and at the expense of the company named on this form.

This form must be received 15 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.