



# EXHIBITOR APPOINTED CONTRACTOR

Return by January 7, 2020

Josh Rosales - Operations Manager: [Jrosales@nmma.org](mailto:Jrosales@nmma.org)

330 West 385<sup>th</sup> Street, Suite 206 New York, NY 10018

Phone - 646-370-3679

Fax – 888-649-7786

PLEASE FOLLOW THE REQUIRED INSTRUCTIONS WHEN USING A CONTRACTOR OTHER THAN AN OFFICIAL NMMA SERVICE CONTRACTOR!

An exhibitor-appointed contractor (EAC) is any company other than the designated “official” contractors listed in the exhibitor kit, who provides a service (display/installation and tear-down, boat cleaners, tent companies, models, florists, photographers, audio/visual, electric, etc.) and needs access to your exhibit anytime during the installation, the actual show dates and dismantling. NMMA management will consider exceptions to the use of NMMA official contractors only if the following criteria is met:

1. Submit this form to NMMA Boat Shows no later than January 7, 2020
2. Each EAC must provide a certificate of insurance. Client will be solely responsible for ensuring that each EAC furnish evidence of workers’ compensation insurance in the minimum amount required by state law; evidence of commercial general liability, in a minimum amount of one million dollars (\$1,000,000) covering all operations and automobile liability insurance; and a minimum amount of one million dollars (\$1,000,000) covering all owned, hired, and non-owned vehicles. The policies for Commercial General Liability and Automobile Liability shall name NMMA, Client, Venue, and Freeman as additional insureds for the New York Boat Show.
3. Agree to abide by all rules, regulations and amendments of the New York Boat Show and NMMA Policies.
4. Agree to abide by all City of New York licensing requirements & Jacob Javits Convention Center Convention Center rules and regulations.
5. Agree to all insurance certification requirements and wear identification at all times

**These requirements will be strictly enforced. If the exhibitor and/or EAC fails to supply these forms by January 7, 2020, the EAC will not be permitted access to the exhibit floor**

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail \_\_\_\_\_ Signature: \_\_\_\_\_

Type of work to be performed by contractor: \_\_\_\_\_

Appointed Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**EXCLUSIVE CONTRACTORS:**

**For insurance, safety and security purposes, the contractor designated by NMMA management must be used for services such as catering, electrical, plumbing, telephone, drayage and rigging NO EXCEPTIONS WILL BE MADE!**