



FB INTERNATIONAL, INC
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Notice of Intent to use an Exhibitor Appointed Contractor

PLEASE RETURN THIS FORM NO LATER THAN SEPTEMBER 29, 2023

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 CONTACT NAME: _____ PHONE: _____
 EMAIL ADDRESS: _____
 AUTHORIZED SIGNATURE: _____

An Exhibitor Appointed Contractor is a service firm other than the official contractors listed in this Exhibitor Manual. Service firms include providers of display and installation, audio-visual, florist, photography, etc., that will need access to your booth during installation and dismantle. Due to the necessity of coordinating all activities during move-in and move-out and for security purposes, exhibitors who choose to use these contractors must complete this form comply with all rules and regulations and supply all necessary insurance information by **Friday, September 29, 2023**

EXHIBITOR APPOINTED CONTRACTOR: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____ FAX: _____ EMAIL ADDRESS: _____
 PRIMARY ON-SITE CONTACT: _____
 DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

Please inform your EAC that, for security reasons, ALL contractors will be required to always identify themselves with the proper paperwork as well as badge and photo identification during move-in, move-out and anytime they are present on the premises of the Oregon Convention Center, Portland, OR.

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY SEPTEMBER 29, 2023 TO:

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