



FB INTERNATIONAL, INC
 116 Lehigh Drive, Fairfield, NJ 07004
 TEL: +1 201 337 1985
 EMAIL: customerservice@fbinternational.net



Notice of Intent to use an Exhibitor Appointed Contractor

PLEASE RETURN THIS FORM NO LATER THAN May 22, 2025

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, May 22, 2026**.

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 J.Javits Convention Center, New York City, NY.

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