



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



**Notice of Intent to use an Exhibitor Appointed Contractor**

**PLEASE RETURN THIS FORM NO LATER THAN OCTOBER 11, 2024**

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, OCTOBER 11, 2024**

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 OCTOBER 11, 2024 TO:**

FB International, Inc.  
 116 Lehigh Drive, Fairfield, NJ 07004  
 Phone: 201.337.1985  
 Email: customerservice@fbinternational.net