

Use of Non-Official Contractors Form

ACTE's CareerTech VISION 2021 and the CareerTech Expo

Dec. 2-3, 2021

Ernest N. Morial Convention Center

New Orleans, LA



FORM DUE: November 19, 2021

All non-official contractors hired by the exhibitor must return this form to

ACTE

1410 King Street
Alexandria, VA 22314
Attn: Jim Waterhouse

jwaterhouse@acteonline.org

by **November 19, 2021**.

A booth plan and specifications should accompany the request. All non-official contractors will be required to provide a Certificate of Insurance naming the Association for Career and Technical Education, the Ernest N. Morial Convention Center, and Freeman Decorating Company as additional insured.

Work Authorization & Insurance Certificate
Deadline: **November 19, 2021**

Outside contractor personnel will not have access to the exhibit halls unless this form and Certificate of Insurance are on file with Show Management!

EXHIBITOR INFORMATION

Booth Number: _____

Contact Name: _____

Company: _____

E-mail: _____

INSTALLATION & DISMANTLE COMPANY

Company Name: _____

Contact: _____

Address: _____

City: _____ State/ZIP: _____

Country: _____ Phone: _____

Fax: _____

E-mail: _____