

Please return form to:

National Center for State Courts
300 Newport Avenue.
Williamsburg, VA 23185 - 4147

Att: Stacey Smith
Phone: 757.259.1816
email: ssmith@ncsc.org

**NOTIFICATION OF INTENT TO USE
EXHIBITOR APPOINTED CONTRACTORS**

DEADLINE DATE
Aug. 11, 2017

CTC 2017 Sept. 12-14, 2017

If your company plans to use a firm who is not an official service contractor as designated by Freeman, please complete this form and email it to Stacey Smith at ssmith@ncsc.org.

Company Name: _____ Booth No.: _____

Address: _____

Contact at Show: _____ Phone Number: _____

Exhibitor Appointed Contractor: _____

Address: _____

Phone/Fax/E-mail: _____

Type of Service to be Performed: _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.