



INTENT TO USE NON-OFFICIAL CONTRACTORS

I understand and agree that the Non-Official Exhibitor Appointed Contractor will abide by show rules and regulations and rules of the Walter E. Washington Convention Center.

Exhibiting Company Name: _____ Booth # _____

Exhibiting Company Contact: _____

Non-Official Contractor: _____

Contractor Address: _____

City, State / Province: _____

Zip / Postal Code: _____ Country: _____

Phone: _____ Fax: _____

Email Address: _____

Service(s) Provided: _____

EAC Onsite Contact: _____ EAC Onsite Cell Phone: _____

Number of Workers: _____

PLEASE NOTE:

Exhibitors must submit this form to the AI+ EXPO Exhibits Manager(See contact information below) no later than **Friday, April 11, 2025**. The Non-Official Contractor must also have an active [Right of Entry permit](#), issued by Events DC, on file no later than 30 days prior to Move-In. In the event that the Exhibits Manager is not notified as stated and/or does not have [Rights of Entry permit](#) and submitted a COI, the Non-Official Contractor must order labor and/or services from Freeman.

AI+ EXPO EXHIBITS MANAGER

Christina Cartwright

Exhibitor Operations Manager

Christina.Cartwright@spargoinc.com

703.679.3909

OFFICAL CONTRACTOR

Freeman Exhibition Services

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