

EXHIBITOR APPOINTED CONTRACTOR

Deadline: Friday, May 15, 2026

Booth Number: _____

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Willwork, the official general service contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through Willwork Global Event Services, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Willwork Global Event Services no later than Friday, May 15, 2026. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Show Management in any contract with service contractors of its lease with the Colorado Convention Center. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Show Management will be used.

All agents representing the Exhibitor must be fully identified by an official badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Willwork Global Event Services with Certificates of Insurance naming Willwork Global Event Services, McKesson ideaShare 2026, and Colorado Convention Center as additional insured's at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Willwork Global Event Services to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by Friday, May 15, 2026, our nonofficial contractor will be allowed to supervise only. All labor must then be hired from Willwork Global Event Services for installation and dismantling of the exhibit. There are NO exceptions after the deadline date.

Only original documents are accepted, no photocopies.

EAC Company Name: _____ Contact Person: _____

Service to be provided: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Exhibiting Company Name: _____ Booth No.: _____

Is this company authorized to order services on your behalf? Yes No

Please note: For any EAC's coming to set-up the booth only, McKesson & Willwork will need all team member names in advance so that we can give each team member a wristband onsite that will grant them access to the show floor for set-up days/times only and will not grant them access once the actual event begins.

Please contact exhibitorservices@willwork.com for further details.

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LIMITS OF LIABILITY AND RESPONSIBILITY

Additional Holders:

Willwork Global Event Services
7500 Exchange Drive
Orlando, FL 32809

Please have all verbiage below on COI:

- Show name with date and location
- Exhibitor name and booth number
- Willwork Global Event Services, Show Name, and venue need to be included as additional insured, as required by the written contract.

Submit to:

Willwork Global Event services
7500 Exchange Drive
Orlando, FL 32809
Exhibitorservices@willwork.com

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