



## Non-Official Contractor Notice

**Deadline Date: June 10, 2009**

Exhibit Dates: July 11 – July 14, 2009 • McCormick Place • Chicago, Illinois

If your organization DOES NOT intend to use the services of GES Exposition Services – the official contractor for the 2009 ALA Annual Conference and Exhibits – for the installation and/or dismantling of your booth display, you must complete this form and return it to exposition management by June 10, 2009 and notify your non-official contractor that a General Liability Certificate of Insurance is required by June 10, 2009.

Non-Official Service Contractor information:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**WARNING: If you do not complete this form AND submit the required General Liability Certificate of Insurance, your non-official contractor will not be allowed to set up your booth.**

Exhibiting Company Information:

Company: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Keep a copy of this form for your files and return this completed form by June 10, 2009, to:

Hall-Erickson, Inc.  
ALA Annual EAC Dept.  
FAX: 630.929.8932  
E-mail: [pmcquality@heiexpo.com](mailto:pmcquality@heiexpo.com)