



MIDWINTER meeting *philadelphia*

Non-Official Contractor Notice

Deadline Date: December 10, 2007

Exhibit Dates: January 11 – 14, 2008 • Pennsylvania Convention Center • Philadelphia, PA

If your organization DOES NOT intend to use the services of GES Exposition Services – the official contractor for the 2008 ALA Midwinter Meeting – for the installation and/or dismantling of your booth display, you must complete this form and return it to exposition management by December 10, 2007 and notify your non-official contractor that a General Liability Certificate of Insurance is required by December 10, 2007.

Non-Official Service Contractor information:

Company: _____

Contact: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

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: _____

Make a copy of this form for your files. Send this completed form by December 10, 2007, to:

Hall-Erickson, Inc.
ALA Midwinter EAC Dept.
98 E. Naperville Rd., Ste. 201
Westmont, IL 60559
FAX: 630.929.8932
E-mail: pmcquality@heiexpo.com