



69TH ANNUAL AAEP CONVENTION

EXHIBITOR APPOINTED CONTRACTOR FORM

THIS FORM IS DUE BY OCTOBER 16, 2023.

If your company plans to use a firm who is not our official service contractor (Freeman), please complete this form and mail, fax or email to the address listed below.

Company Name _____ Booth # _____

Contact at Show _____

Exhibitor Appointed Contractor _____

Address _____

Phone _____ Email _____

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 officials rules and regulations of this event.

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

RETURN COMPLETED FORM BY FAX, EMAIL OR MAIL TO:

Debbie Miles, Trade Show Coordinator
AAEP
4033 Iron Works Parkway
Lexington, KY 40511
dmiles@aaep.org
Fax: (859) 233-1968