

Manufacturers - Dealers - Suppliers

Work Authorization Form

Exhibitors Designating Their Own Contractor's

Use this form when an exhibitor is using a service contractor other than the "Official Show Contractors" whose forms are contained in this Service Kit.

Exhibitors are required to do the following:

- 1) Complete and return the information requested to show management no later than August 28, 2017.
- 2) Provide to the service contractor a copy of the show rules and all other information and/or order forms necessary for the contractor to perform the required service for the exhibitor.
- 3) Inform the contractor of the following requirements they must meet.

Contractors are required to do the following:

- 1) Abide by all the Suggested Guidelines for the Status and Behavior of Independent Contractors at Trade Shows of the Exhibit Designers and Producers Association.
- 2) Maintain in effect at all times during the show, including but not limited to, move-in and move-out, Worker's Compensation Insurance, Comprehensive General Liability and Automobile Liability Insurance and provide proof of such insurance to **Recreation Vehicle Industry Association, 41 S.Wake Forest Ave., #3965, Ventura, CA. 93006** no later than August 28, 2017 naming the Recreation Vehicle Industry Association and the Los Angeles Fairplex as additional insured's. The Worker's Compensation and Employer's Liability Insurance must provide a minimum of \$200,000 and meet the requirements established by the State of California. Property and Public Liability Insurance must provide minimum policy limits of \$2,000,000 per occurrence.
- 3) Provide a list of personnel who plan to work the show to RVIA no later than August 28, 2017.

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If you are using an outside Contractor, other than the Contractors we provide in our Service Kit than you do need to fill out this form.

Exhibiting Company _____

Booth Number(s) _____

Contact Name _____ *Ph* _____

Name of Contractor _____

Name of Contact _____

Address _____

City, State, Zip, _____

Cell # _____

Service needed from Contractor: _____

Return to: RVIA, 41 S.Wake Forest Ave, #3965, Ventura, CA. 93006
or email Tom Gaither at tgaither@rvia.org

