



SMART | TECHNOLOGY | DESIGN

NOVEMBER 5 – 7, 2025

Indiana Convention Center, Indianapolis (IN)

EXHIBITOR APPOINTED CONTRACTOR AUTHORIZATION FORM

If your company plans to use a contractor other than an official contractor, please complete the Exhibitor Appointed Contractor Authorization form and **return it by October 1, 2025.** Failure to do so will result in the inability of the contractor to serve your exhibit. In addition, your selected contractor must furnish an original Certificate of Insurance showing general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. The insurance must be in force throughout the entirety of the event, including installation and dismantling of Sun Shading Expo North America 2025 and naming Messe Stuttgart Inc. (254 Commercial St., Suite 245 Portland, ME 04101 (USA)) as certificate holder. The additional insureds must read as follows: Messe Stuttgart Inc., Anaheim Convention Center and Freeman. **These requirements will be strictly enforced.**

Exhibitor Information

Exhibiting Company _____ Booth # _____
Contact Person _____ Title _____
E-mail _____ Phone _____

Contractor Information

Company Name _____
Contact Person _____ Title _____
Email _____ Office Phone _____
Onsite Phone _____ Emergency 24hr _____

Address _____
City _____ State/Province _____
Zip/Postal Code _____ Country _____
Estimated Number of Workers _____ Date of Arrival _____
Brief description of type of work to be performed

☐ Check here if you are hiring a contractor to supervise show official contractor labor (same insurance required) Supervisor Name (if applicable) _____

Exhibitor Authorized Signature _____ Date _____

Please submit completed form to elyse.cyr@messe-stuttgart.com by October 1, 2025.