

**NOTICE OF INTENT TO USE EXHIBITOR APPOINTED  
CONTRACTOR(S)  
UPLOAD COMPLETED FORM TO EXPO SOFTWARE OR  
EMAIL TO:  
partners@ieci.org  
DEADLINE: October 8, 2026**

Please fill out this form **ONLY** if you plan to use labor other than that provided by the official service contractor, Freeman.

We have contracted with the following firm to install and/or dismantle our exhibit display at IEC's SPARK: The Electrician's Expo.

Service Company Name: \_\_\_\_\_

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

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

City, State, Zip \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

It is understood that the above contractor will service and maintain insurance coverage as follows:

- a. Workman's Compensation insurance in the minimum amounts required by the laws of the State of Ohio.
- b. Comprehensive General Liability insurance with minimum coverage combined single limits of \$1,000,000 for bodily injury and/or property damage in any occurrence.

Such insurance must be maintained in full force during the period when exhibitor appointed contractor is working on the display at SPARK 2026 at the Greater Columbus Convention Center in Columbus, OH.

The exhibitor appointed contractor must furnish Show Management with an original certificate of insurance attesting to these coverages. The exhibitor appointed contractor will not be allowed to work at the show until Show Management has received this form and an original certificate of insurance.

EXHIBITING COMPANY \_\_\_\_\_ Booth Number: \_\_\_\_\_

ADDRESS: \_\_\_\_\_