



SERVICE KIT RECEIPT AND SET UP QUESTIONNAIRE

Immediate Action Required!

Please complete this form to confirm receipt of this Exhibitor Service Manual and help the exposition run more smoothly. Return completed form to HFTP **IMMEDIATELY**.
Please print or type.

Company Name _____ Booth Number(s) _____

Contact person from your company that **will attend** HITEC _____

Cell phone: (____) _____ E-Mail: _____

SET UP: Our display installation and dismantle will be handled in the following manner:

- We will use our full-time employees. **OR**
- We will request the services of GES Exposition Services, the official show contractor. **OR**

- We will use the services of the following exhibitor appointed contractor:

Contractor _____

Contractor Representative _____

Phone number (____) _____ Email _____

Address _____

City _____ State _____ Zip Code _____

Is the above company authorized to order show services on your behalf? Yes No

Signature _____ Date _____

Exhibitor Appointed Contractor Insurance Requirements: Independent service contractors, other than GES, must provide a certificate of insurance to both Show Management and GES Exposition Services by **May 24, 2017**. Hospitality Financial and Technology Professionals (show management), GES Exposition Services, THE METRO TORONTO CONVENTION CENTRE and HITEC 2017 must be named as additional insureds.

Minimum Coverage Requirements: **1)** Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate; **2)** Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence; **3)** Workers' Compensation with Employers Liability limits of not less than \$1,000,000 each accident, \$1,000,000 disease-each employee and \$1,000,000 disease-policy limit; and **4)** Automobile Liability with a limit of not less than \$1,000,000 combined single limit – each accident.

Return form ASAP to: Hospitality Financial and Technology Professionals
11709 Boulder Lane, Suite 110
Austin, TX USA 78726
Email to alison.heathcote@hftp.org or fax to +1 (512) 249-1533