

Some exhibitors may prefer to use the services of contractors other than **Freeman Decorating** for the installation and dismantling of their booth. In such instances, **the exhibitors MUST notify MJSA Show Management and Freeman Decorating in writing of their intentions to use a non official service contractor 30 days in advance of the show. Also, the exhibitor must list both MJSA Show Management and Freeman Decorating as additional insured on their insurance certificate.**

Letters and copies of your insurance certificate must be sent to:

Kristin Kopaz
MJSA, Inc.

8 Hayward Street
Attleboro, MA 02703

Fax: (508) 316-1429

AND

Freeman Decorating Company

Attn: Exhibitor Services

909 Newark Turnpike
Kearny, NJ 07032

Fax: (201) 998-3080

MJSA has agreed to the following position statements of the National Trade Show Exhibitors Association.

The non official service contractor should:

1. Perform all services in a professional manner and in accordance with show rules.
2. Provide a certificate of insurance and other credentials as required, to the show management in advance of the show.
3. Not engage in any solicitation of business for the current show.
4. Limit solicitation for future business at the current show.

Show management should:

1. Assist the exhibitor and outside contractor.
2. Provide information service kits or planning manual when requested.
3. Provide reasonable working conditions and, whenever possible, provide work areas.