

Please return form to:  
**AMCP Exhibits**  
exhibits@amcp.org

**NOTIFICATION OF INTENT TO USE  
EXHIBITOR-APPOINTED CONTRACTOR**

**DEADLINE DATE**

**October 13, 2025**

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and e-mail to the address listed above.

Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor-Appointed Contractor: \_\_\_\_\_

Contact Cell Phone: \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

Inform your Exhibitor-Appointed Contractor that they must send a copy of their General Liability Insurance Certificate to AMCP Exhibits at exhibits@amcp.org no later than 7 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor-Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 7 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

**Nexus 2025 / October 27-30 / Exhibits Open: October 28-29**

NAME OF SHOW \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ BOOTH# \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

PHONE# \_\_\_\_\_ CELL # \_\_\_\_\_ E-MAIL \_\_\_\_\_

Certificate of Insurance (COI)

Send to:

**AMCP Exhibits**

[exhibits@amcp.org](mailto:exhibits@amcp.org)

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**As a standard requirement for all exhibitors, Exhibitor must present proof or documentation of insurance (certificate of insurance, COI) to AMCP. Failure to provide certificate of insurance will prevent exhibitor installation.**

Exhibitor must adequately insure their materials equipment, goods and wares against theft, damage, loss, or injury of any kind and must do so at their own expense; AMCP, Shepard Exposition Services, Marriott International, Inc., Marriott Hotel Services, Inc., Gaylord National Resort & Convention Center, Ryman Hospitalities, and any other parties at interest are not responsible for any loss (howsoever caused) to any property of any Exhibitor.

AMCP requires Exhibitor to maintain general liability insurance from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of NEXUS 2025: October 26-30, 2025, naming AMCP as the certificate holder.

The following must be named as additional insured: AMCP, Shepard Exposition Services, Marriott International, Inc., Marriott Hotel Services, Inc., Gaylord National Resort & Convention Center, Ryman Hospitalities, and any other parties at interest.