



Third Party Production Vendor

Third Party Production Vendors

A Third Party Production Vendor is any company other than SXSW's designated official contractors that provide equipment, materials or services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit area or activation space at any time during installation, exhibition dates or dismantling.

Show Management (SXSW) will only give authorization to the Third Party Production Vendor to provide installation and dismantling services to the marketing client upon receipt of:

- Certificate of Insurance as contractually specified by SXSW no later than 30 days prior to the commencement of installation.
- Written evidence that the Third Party Production Vendor has valid authorization from the marketing client to provide services. The Third Party Production Vendor may not solicit business on the exhibit floor, outside the activation space or elsewhere on the event premises.

Services Provided Regulations

- The Third Party Production Vendor must confine its operations to its client's exhibit area or activation space. No service desks, storage areas or other work facilities will be located anywhere in the building.
- The Third Party Production Vendor must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- Marketing clients and Third Party Production Vendors are liable for restoring their exhibit area or activation space to its original condition (i.e. free of tapes and other remnants of use).
- The Third Party Production Vendor must adhere to move-in and move-out schedules. Marketing clients will be responsible for any additional expenses incurred by failure to meet schedules or deadlines.
- All personnel under the employment of Third Party Production Vendor must be registered and badged by show management and obtain an Exhibitor Pass or Set Up Sticker. Exhibitor Passes and Set Up Stickers will not be issued until insurance requirements are met.
- It is the responsibility of the marketing client to ensure that each Third Party Production Vendor complies with all instructions, rules and regulations set forth by SXSW, as well as all conditions of the marketing client's contractual agreements with SXSW.

Fax: 512-467-2254

Mail: Greg Watts, SXSW - P.O. BOX 685289 Austin TX, 78768

gwatts@sxsw.com

Notification of Intent to use Third Party Production Vendor

Name of Show: _____

TO BE COMPLETED BY THE MARKETING CLIENT

Company Name / Booth Number: _____

Address: _____

City: _____ Province / State: _____

Postal / Zip Code: _____ Country: _____

Phone: _____ Fax: _____

E-mail: _____

Authorized Representative (Please Print): _____

Representative Signature: _____

Date: _____

TO BE COMPLETED BY THE Third Party Production Vendor

Contractor / Display House: _____

Address: _____

City: _____ Province / State: _____

Postal / Zip Code: _____ Country: _____

Phone: _____ Fax: _____

Authorized Representative (Please Print): _____

Representative Signature: _____

Name of Insurance Company: _____

Insurance Company Phone: _____

Date: _____

This form must be received no later than 30 days PRIOR TO THE FIRST DAY OF MOVE-IN.