



## GENERAL GUIDELINES FOR NON-OFFICIAL CONTRATORS

The official General Contractor for the 2025 National Assembly is FREEMAN. Acceptance of exhibit space by the exhibiting company constitutes an agreement to employ only official suppliers during installation and dismantling. Exhibit companies utilizing non-official contractors must advise the non-official contractor's personnel that work authorization must be approved by the American Orthotic & Prosthetic Association (AOPA) under the following conditions:

1. The exhibitor shall provide notice to AOPA and the official contractor of the non-official contractor authorized to install and dismantle.
2. The non-official contractor shall provide evidence to the official contractor, if requested, that he possesses applicable and current labor contracts.
3. The non-official contractor shall be prepared to show evidence he has authorization from the exhibitor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, and labor.
5. **The exhibitor shall provide evidence that the non-official contractor has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage, to AOPA and official contractor at least 14 days before the show opening. Please list the following as additional insured's: American Orthotic & Prosthetic Association, the Orange County Convention Center (OCCC) and FREEMAN.**
6. The non-official contractor will be responsible for all reasonable costs related to his operation, including overtime pay for stewards, restoration of booth space to its initial condition, etc.
7. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited.
10. Material handling and teamster labor are exclusive services of the general contractor, FREEMAN. Plumbing, electrical, utilities, telephones and food service are exclusive services of the Orange County Convention Center (OCCC).

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AOPA National Assembly ♦ Sept. 3-6, 2025 ♦ Orange County Convention Center (OCCC) ♦ Orlando, FL

Exhibiting Company: \_\_\_\_\_ Booth # \_\_\_\_\_

Authorized by: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Non-Official Contractor (Company Installing/Dismantling your Booth): \_\_\_\_\_

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

Contractor Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Questions? Call Kelly O'Neill at (571) 431-0852 or email [kelly.oneill@aopanet.org](mailto:kelly.oneill@aopanet.org)