

Exhibitor Appointed Contractor Notification

This form must be completed by the Exhibitor and returned to Show Management by February 15, 2010.

Exhibitors may employ the services of an Exhibitor Appointed Contractor (EAC) to perform services during installation and dismantling, providing the Exhibitor and the EAC comply with all Show Rules and Regulations.

YOUR EAC MUST SUBMIT A CERTIFICATE OF INSURANCE TO SHOW MANAGEMENT PRIOR TO MOVE-IN OR THEY WILL BE DENIED ACCESS TO THE EXHIBIT FLOOR. General Liability Policy includes the interest of: EXHIBITOR2010 (the show), EXHIBITOR Media Group (the producers), Hall-Erickson, Inc. (the Managing Directors), Champion Exposition Services (the General Contractor), and the Mandalay Bay Resort & Casino (venue) as additional insureds (See sample certificate <http://iebms.heiexpo.com/es/samplecertificate.pdf>).

EAC'S WILL BE ALLOWED ACCESS DURING MOVE-IN AND MOVE-OUT ONLY. IF YOU WOULD LIKE YOUR EAC PERSONNEL TO HAVE ACCESS TO YOUR BOOTH DURING SHOW DAYS, PLEASE REGISTER THEM AS PART OF YOUR BOOTH STAFF.

We request permission to use the following EAC to perform services during installation and dismantling.

EXHIBITOR APPOINTED CONTRACTOR (EAC):

Company: _____
Contact: _____ Title: _____
Address: _____
City: _____ State/Province: _____ Zip/Postal Code: _____
Email: _____
Phone: _____ Fax: _____

SUBMITTED BY (EXHIBITING COMPANY)

Company: _____ Booth #: _____
Contact: _____ Title: _____
Signature: _____ Date: _____

Return To :
Hall-Erickson Inc.
EXHIBITOR2010
98 E. Chicago Ave.
Westmont, IL 60559
Fax: 630.929.8932
E-mail: pmcquality@heiexpo.com