

## EXHIBITOR APPOINTED CONTRACTOR (EAC) APPROVAL REQUEST FORM

If your company plans to use a firm that is not the official service contractor as designated by Show Management, which is (GES) Global Experience Specialists, please complete this form and send it to Questex Media Group by **February 21, 2014**. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor (EAC) abides by the official rules and regulations of the event.

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT AT SHOW: \_\_\_\_\_

EXHIBITOR APPOINTED CONTRACTOR (EAC): \_\_\_\_\_

ADDRESS OF EAC: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF SERVICE TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Inform your EAC that they **must** send a copy of their General Liability Insurance Certificate to Questex Media Group no later than **February 21, 2014** or they will not be permitted to service your exhibit.

**Return via fax by February 21, 2014**

Chris Correa, Exhibitor and Sponsorship Fulfillment, Event Operations

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