

# EXHIBITOR APPOINTED CONTRACTORS EAC REQUIREMENTS



**Deadline: April 21, 2017 (Filled out by CONTRACTOR)**

Company Name: \_\_\_\_\_

Badge Contact Name: \_\_\_\_\_

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

City, State, Zip, Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Hotel where staff are staying: \_\_\_\_\_

**Licensing Expo requires a valid certificate of insurance from all EACs providing services at the show.** Badges do not mail in advance. They must be picked up on site at the Contractor Registration Counter with valid photo I.D. All EAC personnel will be required to wear their badges and carry photo ID during move-in and move-out. These badges are not valid during show hours. No one under 18 is allowed on the show floor during move-in or move-out.

**ONCE THIS FORM AND PROOF OF INSURANCE HAS BEEN SUBMITTED  
YOU WILL BE EMAILED A LINK TO REGISTER FOR YOUR CONTRACTOR BADGE.**

*WARNING: Badges are non-transferable. This form is to be used strictly for EAC personnel. Your company will be responsible for the actions of all employees listed. Licensing Expo staff will inspect for properly coded badges and violators will be escorted by security from the exhibit areas.*

**Complete and return this form NO LATER THAN April 21, 2017.**  
**RETURN TO: Karen Frank at [Karen.frank-lopez@ubm.com](mailto:Karen.frank-lopez@ubm.com) or fax to (310) 943-3363.**

**If you prefer to submit this digitally, please click [here](#).**