



INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm other than an "Official Show Vendor". Please submit the completed form with your EAC information to the Show Management contact listed below no later than **April 25, 2016.**

After completing this form please give each of your non-official vendors the "Contractors Form" to complete (also due to Show Management by **April 25, 2016.**)

****Please note that an EAC form is not required from Exhibitors who plan to setup and dismantle their 10 foot x 20 foot booth with their own full-time bona-fide company employees.**

Exhibitor Information

Company: _____

Contact: _____ Booth #: _____ Total Sq. Ft.: _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Exhibitor Appointed Contractor Information

Please list below your Exhibitor Appointed Contractor's information:

COMPANY	CONTACT NAME	PHONE #	EMAIL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please Email or Mail this form by April 25, 2016 to:

Attn: Mariella Ley/Alida Roberts

E3 2016

c/o IDG World Expo

4025 Fair Ridge Drive, Suite 250

Fairfax, VA 22033

T. 703.383.3976 x 12 | x 15 mley@idgworldexpo.com | aroberts@idgworldexpo.com

If an Exhibitor plans to use a firm other than the "Official Show Vendor," **the contractor** must complete and return this form no later than **April 25, 2016.**

