



EXHIBITOR APPOINTED CONTRACTOR (EAC)

Exhibitors who choose to employ sources (non-official contractor on the Expo floor) other than those officially designated in this manual for installation, maintenance and/or dismantling of the exhibit, or for performing work within the confines of the booth (with the exception of regular employees of the exhibiting organization) must notify IPPE management at least 30 days prior to the first move-in day by completing this form. **Deadline for submission of this form is December 28, 2015.**

Use copies of this form for each classification of work, i.e., floral, labor, models, etc.

Company to perform work: _____

Contact: _____

Complete address: _____

Email: _____

Type of work to be performed: _____

Date and time work is to be performed:

Date: _____

Time: _____

Date: _____

Time: _____

Date: _____

Time: _____

Name and telephone number of individual in the Atlanta area in charge of the work:

Name: _____ Phone: _____

Show dates: January 26-28, 2016 (Tuesday – Thursday) - Do you need this individual/company on the floor during Expo hours? (Tuesday, 10 a.m. – 5 p.m., Wednesday 9 a.m. – 5 p.m., Thursday 9 a.m. – 3 p.m.) ____ Yes ____ No

If so, we will send you, the EAC an email with information to register employees you designate to work for you. Individuals will not be allowed to enter the exhibit hall during Expo dates Tuesday - Thursday, during show hours unless they have an official exhibitor badge. A work badge will allow entrance to the exhibit hall prior to Tuesday and after 3 p.m. on Thursday during move out and can be picked up with proper ID after arrival at the Expo.

For insurance purposes, these individuals must be under the jurisdiction of Expo Management and its representatives while they are within the public space such as aisles, docks, and entranceways. **Copy of EAC/Contractor's Insurance Certification must accompany this form.** It is your responsibility to obtain and forward to us. Without copy of EAC's Insurance Certificate, EAC or employees of will not be permitted on the show floor. We require \$1,000,000 liability insurance. U.S. Poultry & Egg Association should be the certificate holder.

Please note that failure to clear aisles when requested, or adhere to the general jurisdiction of Expo Management may result in removal from the building without recourse.

Exhibiting Company: _____ Booth# _____

Authorized Signature: _____ Date: _____

Accepted by IPPE_: _____ Date: _____

NOTE: Please keep a copy of this form and insurance certification with you during set-up/dismantling.

Please return this form and copy of insurance certificate to: IPPE

Pennie Stathes

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www.ippexpo.org