



EXHIBITOR SERVICE MANUAL

October 25-28 (Exhibits 26-28) | Chicago, IL

South Hall, McCormick Place

EAC WORK AUTHORIZATION FORM

Deadline Date: September 16, 2016

Exhibitor Information:

Exhibiting Firm: _____ Booth Number _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

EAC Information:

Company Name: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Fax: _____

Onsite Information:

Local EAC Contact: _____

Phone: _____ Email: _____

Services:

- ☐ Audio/Visual ☐ Booth Display Rental/Designer ☐ Carpet Rental ☐ Computer ☐ Floral ☐ Signs
☐ Flooring (tile) ☐ Personnel/Temp Help ☐ Photography ☐ Furnishings ☐ Install/Dismantle (Display Labor)

The above ISSA/INTERCLEAN® NORTH AMERICA 2016 Exhibitor requests that the contractor listed above be allowed to provide services on behalf of the Exhibitor for the ISSA/INTERCLEAN® North America 2016 Trade Show & Convention. Exhibitor also understands that the contractor must be properly insured to work in the exhibit facility. Note: The Exhibitor is responsible for providing the "approved contractor" with the 2016 Exhibitor Construction Guidelines and all pertinent information contained in the Exhibitor Service Manual.

No requests, addendums, or substitutions will be considered after the deadline date. Forms received after **September 16, 2016**, will be returned with notice that labor must be secured through the official contractor, GES Global Experience Specialists.

Signed: _____ Company: _____

Note: This form is to be completed by an employee of the exhibiting firm, and returned to ISSA to guarantee that your appointed contractor will be approved. Return to Cithlaly@issa.com or fax to 847-982-1012.