



**EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM**

Please note that custom booths must be approved by your sales representative. Custom booths are not permitted in FAME or MODA.

Exhibitor Appointed Contractors are required to carry a Certificate of Insurance (COI) such as the one described in the “Display Rules & Regulations.” The “Waiver and Release” is NOT AN OPTION for contractors.

It is the Exhibitor’s responsibility to ensure that their contractors have sent proof of insurance coverage to Informa Markets and GES. It is the Exhibitor’s responsibility to assure that your company’s appointed I&D company or any other contractors appointed by you, post proof of this mandated insurance before show time.

We do not want to deny your Exhibitor Appointed Contractor access to the exhibit floor, but we will be compelled to do that if we do not receive their PROOF of insurance coverage.

**DUE DATE: May 17, 2019**

Exhibitor Company Name\_\_\_\_\_ BOOTH # \_\_\_\_\_  
Address \_\_\_\_\_  
**Exhibitor Appointed Contractor** \_\_\_\_\_  
Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Contracted for the following services:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please have the above information completed and sent to the following:**  
UBM Operations at: [Elizabeth.Callahan@UBM.com](mailto:Elizabeth.Callahan@UBM.com)