



Notice of Intent to Use Exhibitor Appointed Contractor

Deadline Date – September 23, 2013

If your organization intends to use the services of an exhibitor appointed contractor for the 2013 Woodworking Machinery & Supply Expo you must complete this form and return it Exhibition Management. EACs include, but are not limited to, installation and dismantle contractors, booth designers and builders, non-official florists, furniture suppliers and laborers; any worker for your booth that is not an employee of your company or the Official General Contractor that will need access to the show floor during set-up and dismantle hours. Insurance is required from all EACs and proof must be forwarded to Exhibition Management by **Monday, September 23, 2013**.

Exhibitor Appointed Contractor Information:

Company Name _____

Contact _____

Address _____

City/State/Prov. _____

Postal Code/Country _____

Telephone Number _____

Fax Number _____

Email Address _____

This form will only be accepted if completed by an authorized representative of the Exhibiting Company.

Exhibiting Company Information:

Company Name _____

Booth Number _____

Submitted By _____

Telephone Number _____

Email Address _____

Return this form to:

EAC Department

Hall-Erickson, Inc.

Fax: 630.434.1216

Email: pmcquality@heiexpo.com