WESTERN MANUFACTURING TECHNOLOGY SHOW

EXHIBITOR APPOINTED CONTRACTOR FORM

The purpose of this form is to request Show Management's approval to use an Exhibitor Appointed Contractor (EAC). An EAC is defined as any company, other than one of the Official Contractors (listed in the exhibitor manual by Society of Manufacturing Engineers), that an exhibitor would like to use inside the exhibit hall, before, during or after the show.

Please complete and submit this form using either the fillable PDF form and return it to Show Management, or the Online Form to request approval of your Exhibitor Appointed Contractor (EAC). By submitting the form, you acknowledge your commitment to purchase the services outlined below from the contractor, subject to Show Management's approval.

Instructions:

1. You are required to use this form ONLY if you planning to have an EAC supervise, install, and/or dismantle your exhibit.
2. Complete this form once for each EAC you have committed to hire for this show. If you are using multiple EACs, please complete one form for each.
3. This form may only be submitted by the exhibitor.
4. **Submit this form by our deadline of February 2, 2027.**
5. For your EAC contractor to be accepted, they must be listed as an additional insured on your insurance certificate.
6. If you need further assistance, please contact Carol Oey coey@sme.org

Show Management will NOT accept the following:

- Letters, telephone calls or submissions in any other form
- Submissions in any form directly from contractors

If you will be using an Exhibitor Appointed Contractor to supervise, install and/or dismantle your display, please provide the following required information:

Exhibitor Company Name _____

Booth Number _____

Exhibitor Contact Name & Title _____

Exhibitor Address _____

Telephone Fax _____

Email _____

Exhibitor Appointed Contractor (EAC) to be used:

_____

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EXHIBITOR APPOINTED CONTRACTOR FORM – continued

EAC Address _____

EAC Telephone _____

EAC Fax _____

EAC Contact Name _____

EAC Email _____

Please note the following services will be provided exclusively by the show's Official Contractors.
Under no circumstances are EAC's allowed to perform or provide these services:

- × Drayage / Fork Lift / Genie Lift Operations
- × Overhead Rigging
- × Electrical / Mechanical Services / Labour
- × Production & Staging Services
- × Plumbing Services / Labour
- × Telecommunications Services / Labour
- × Booth Cleaning
- × Booth Security
- × Catering / Food / Beverage Services

Approved EACs may only perform the following services. Please check the service(s) you wish to purchase from the contractor listed above:

___ Booth / Display Rental
___ Set-up / Display Labour
___ Photography / Video
___ Furnishings, etc.
___ Personnel / Temporary Staff
___ Signs
___ Audio / Visual

If your EAC is performing another service not listed, please enter it here:

I have notified the above EAC of the Society of Manufacturing Engineers Rules & Regulations for all exhibiting companies and acknowledge that the appropriate guidelines will be followed for my booth set up.

Authorizing exhibitor please print/sign your name here:

PLEASE RETURN COMPLETED FORM TO:
KPlante@ges.com **and copy** coey@sme.org **by February 2, 2027.**

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