



# NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

SAFETY 2008 • JUNE 9–11, 2008

**DEADLINE: MAY 14, 2008**

If your organization intends to use the services of an exhibitor appointed contractor for ASSE 2008 you must complete this form. EAC's include, but are not limited to, installation and dismantle contractors, booth designers and builders, non-official florists, furniture suppliers, and laborers.

Notify your exhibitor appointed contractor that a General Liability Certificate of Insurance is required by ASSE 2008 and that the certificate must be forwarded to Exhibition Management by **MAY 14, 2008**.

### Exhibitor Appointed Contractor:

COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, PROVINCE, POSTAL CODE, COUNTRY \_\_\_\_\_

CONTACT \_\_\_\_\_

AREA CODE AND TELEPHONE NUMBER \_\_\_\_\_

AREA CODE AND FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

This form will only be accepted if completed by an authorized representative of the exhibiting company.

### Company Information:

FIRM NAME: \_\_\_\_\_

BOOTH NO.: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

### RETURN THIS FORM TO:

HALL-ERICKSON, INC.  
98 E. Naperville Road, Suite 201  
Westmont, IL 60559-1559  
Telephone: (630) 929-7932  
Fax: (630) 929-8932  
Email: pmcquality@heiexpo.com

