



Notice of Intent to Use Exhibitor Appointed Contractor Deadline Date – October 13, 2008

If your organization intends to use the services of an exhibitor appointed contractor you must complete this form and return it Exposition Management. EAC's include, but are not limited to, installation and dismantle contractors, booth designers and builders, non-official florists, furniture suppliers, and laborers. Insurance is required from all EACs and proof must be forwarded to Exposition Management by **October 13, 2008**.

Exhibitor Appointed Contractor Information:

Company Name _____
Contact _____
Address _____
City/State/Zip _____
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
CLA Exposition Management
Fax: 630-929-8932
E-mail: pmcquality@heexpo.com