



Notice of Intent to Use Exhibitor Appointed Contractor Deadline Date – January 25, 2008

If your organization intends to use the services of an exhibitor appointed contractor for the 2008 Closets & Home Organization Conference & 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 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 **January 25, 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
Hall-Erickson, Inc.
Fax: 630.929.8932
Email: pmcquality@heiexpo.com