



# Notice of Intent to Use Exhibitor Appointed Contractor Deadline Date – January 8, 2010

If your organization intends to use the services of an exhibitor appointed contractor for the 2010 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 8, 2010**.

## 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](mailto:pmcquality@heiexpo.com)