



## Notice of Intent to Use Exhibitor Appointed Contractor Deadline Date – April 16, 2007

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 **April 16, 2007**.

### 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  
**MLA Exposition Management**  
Fax: 630-929-8932  
E-mail: [pmcquality@heexpo.com](mailto:pmcquality@heexpo.com)