



**EXHIBITOR APPOINTED CONTRACTOR
NOTIFICATION
DEADLINE DATE: October 12, 2009**

This form must be completed by the Exhibitor's authorized representative and returned to Show Management by Monday, October 12, 2009.

Exhibitors may employ the services of independent contractors to install and dismantle their exhibits, providing the exhibitor and the Exhibitor Appointed Contractor (EAC) comply with all show rules and regulations. Show Management must be notified 30 days prior to the first move-in day of the show if you are using an EAC, so that we may communicate with each contractor planning to provide these services. Exhibitors must also notify their EAC that a General Liability Certificate of Insurance is required by October 12, 2009 to Show Management.

We request permission to use the following EAC to perform installation and dismantle services:

EXHIBITOR APPOINTED CONTRACTOR (EAC):

Company: _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

SUBMITTED BY (EXHIBITING COMPANY):

Company: _____ Booth #: _____

Contact: _____ Title: _____

Signature: _____ Date: _____

**Return to: EAC Department
SC09 Show Management
Fax: 630-929-8932
E-mail: pmcquality@heiexpo.com**