Exhibitor Appointed Contractor Notification
Deadline date: November 5, 2021

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. Exhibitors must also notify their EAC that a General Liability Certificate of Insurance is required by November 5, 2021 to Show Management.

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

**EXHIBITOR APPOINTED CONTRACTOR (EAC)**

Company: ____________________________________________

Contact: ____________________________________________

City: ____________________________________________ State: _____________________

Email: ______________________________________________

Phone: __________________ Fax: __________________

SUBMITTED BY (EXHIBITING COMPANY)

Your company: ___________________________ Booth #: ____________

Contact: _______________________ Title: _______________________

Signature: __________________________________ Date: ________________

Return to: EAC Department
DAC Exhibits Team
Fax: 630.560.4274
E-mail: pmcquality@heiexpo.com