



# EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

**DEADLINE DATE: October 14, 2005**

***This form must be completed by the Exhibitor's authorized representative and returned to Show Management by October 14, 2005.***

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.

*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  
SC2005 Show Management  
98 E. Naperville Road  
Westmont, IL 60559  
Fax: 630-434-1216  
E-mail: [sc@heiexpo.com](mailto:sc@heiexpo.com)**