

**EXHIBITOR APPOINTED CONTRACTOR (EAC)  
APPROVAL REQUEST FORM**

If your company plans to use a firm that is not the official service contractor as designated by Show Management, which is Freeman Decorating, please complete this form and send to Questex Media Group by **FEBRUARY 14, 2011**. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor (EAC) abides by the official rules and regulations of the event.

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT AT SHOW: \_\_\_\_\_

EXHIBITOR APPOINTED CONTRACTOR (EAC): \_\_\_\_\_

ADDRESS OF EAC: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF SERVICE TO BE PERFORMED: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Inform your EAC that they **must** send a copy of their General Liability Insurance Certificate to Questex Media Group no later than **FEBRUARY 14, 2011** or they will not be permitted to service your exhibit.

**Return via fax or email by FEBRUARY 14, 2011**

Joanne Valença, Event Operations Manager

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Fax: (617) 219-8310