

Exhibitor:	_____	Booth:	_____
Address:	_____	Phone:	_____
City/ST/Zip:	_____	Fax:	_____
Authorized by:	_____	Email:	_____

Exhibitor Appointed Contractor Notice

This form must be completed and returned **only** if your company plans to use a contractor which is not the official show service contractor.

- Exhibitor must complete this form. Direct notification from the exhibitor appointed contractor without prior receipt of this form is not sufficient to service your exhibit.
- The exhibitor appointed contractor must be notified of all show rules and regulations (i.e., height restrictions, etc.) by the exhibitor directly and agree to abide by them.
- Blaine Event Services will not supply a service order kit to your exhibitor appointed contractor.
- Failure to provide this exhibitor appointed contractor form and a certificate of insurance with all requirements met by the provided deadline date (in the top right corner of this page) will result in your exhibitor appointed contractor not being authorized to service your exhibit.

CERTIFICATE OF INSURANCE REQUIREMENTS

- Blaine Event Services requires a General Certificate of Liability Insurance covering property damage, personal loss and/or bodily injury for no less than \$1,000,000.00.
- Blaine Event Services and Show Management must be named as additional insureds.
- The exhibitor's name, the location of the event, and show dates (including move-in and move-out dates) must be included in the "Description of Operations" section of the certificate.
- The certificate of liability and this EAC form must be provided by the provided deadline date on this form.
- For reference, a sample certificate of insurance is provided.

EXHIBITOR AUTHORIZATION

Your signature below denotes acceptance of the terms outlined above.

Exhibitor Representative Name: _____

Exhibitor Representative Signature: _____

Contractor Name: _____

Contractor Contact Name: _____

Contractor Email: _____

Contractor Phone: _____

Will your Exhibitor Appointed Contractor be hiring labor through Blaine Event Services?

Yes No

If yes, the order must be placed at least two (2) weeks prior to show move-in. If labor order request is not received by then, sufficient labor cannot be guaranteed to service the booth.

