

**EXHIBITOR APPOINTED CONTRACTOR (EAC) REGISTRATION FORM**  
**DEADLINE: APRIL 28, 2017**

An Exhibitor Appointed Contractor (EAC) is a company other than a Plastics Shop Floor Expo Official Contractor who provides exhibit services. If you hire an EAC, approval of show management is required to obtain credentials for the EAC to access your booth during move-in and move-out (see Show Rule # 19). To enter the exhibit hall on show dates, the EAC must be registered for the show and/or conference program.

For coordination and security purposes, exhibitors using an EAC must comply with all show rules and regulations, and complete the EAC registration process by **April 28, 2017**. Forms will only be accepted if submitted by an authorized representative of the exhibiting company. All Exhibitor Appointed Contractors will be required to adhere to the Insurance rule requirements (Show Rule #28) and must submit the required Certificate of Insurance (COI) to Show Management by **April 28, 2017** before credentials will be issued.

**Exhibitor:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

**Exhibitor Rep:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Request Approval of EAC Registration for:**

**EAC Company Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Country:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**EAC Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Service(s) to be provided:** \_\_\_\_\_

**Submit form by April 28, 2017 via:**

Email: [exhibitorservices@shopfloorexpo.org](mailto:exhibitorservices@shopfloorexpo.org) or Fax: +1.202.296.7243

Show Management Approval

Notification of Denial\*

By: \_\_\_\_\_

\*Reason: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

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