



Exhibitor Appointed Contractor (EAC) Authorization Form

DEADLINE: February 28, 2010

Please return by **February 28, 2010** WITH Proper **Certificates of Insurance**

If a DIGITAL PLANT exhibitor plans to use a firm **other than the Official Service contractor (Freeman Decorating Company)** for exhibitor installation and/or dismantle, the *Exhibitor Contact Only* must complete and return this form to the contact below no later than **February 28.**

Under no circumstances, may any Exhibitor use any service supplier on the exhibit floor other than the official contractors for electrical, utilities, telephone, catering, security, leaning, material handling, and rigging.

Please type or print:
Exhibiting Company: _____

Exhibitor Contact: _____

Booth Number: _____ Phone: _____ E-mail _____

Should you utilize an Exhibitor Appointed Contractor for any service, you agree to indemnify and hold harmless DIGITAL PLANT and the exhibit facility from any act or situation which would cause DIGITAL PLANT and the exhibit facility to become liable or suffer losses, damages, injuries, claims, demands, and expenses including legal expenses, due to the presence or action of the Exhibitor Appointed Contractor(s).

Signature of Exhibitor Contact: _____ Date: _____

This form will only be accepted if it is signed by the EXHIBITOR CONTACT.

Type of work to be performed: _____

Exhibitor Appointed Contractor Company: _____

Contractor Contact Name: _____

Address: _____

City-State-Zip: _____ Fax: _____

Phone: _____ E-mail _____

All of the above information **MUST BE COMPLETED** in order to be accepted by DIGITAL PLANT. Both the Exhibitor Appointed Contractor's and Exhibitor's **Certificates of Insurance** must show DIGITAL PLANT, 11000 Richmond Ave., Suite 500, Houston, TX 77042 as the **ADDITIONAL INSURED** and be sent to the contact below by the **February 28, 2010** deadline.

Please Return to: Theresa Nguyen – **Fax:** 832-242-1971 **em:** theresan@tradefairgroup.com **Tel:** 713-343-1900
TradeFair Group an Access Intelligence Company, 11000 Richmond Ave, Ste 500, Houston, TX 77042