



SUMMIT  
HOUSTON, TX  
FEB. 15-17, 2017

## EAC (EXIBITOR APPOINTED CONTRACTOR) INFORMATION FORM

**PLEASE COMPLETE AND RETURN TO:**

EMAIL: EXHIBIT@NAPEEXPO.COM

(PLEASE KEEP A COPY FOR YOUR RECORDS)

**EXIBITOR INFORMATION**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ OFFICE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ ONSITE PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**IF YOUR COMPANY PLANS TO USE A CONTRACTOR WHO IS NOT THE OFFICAL SERVICE CONTRACTOR AS DESIGNATED BY SHOW MANAGEMENT, PLEASE COMPLETE THIS FORM AND RETURN TO THE E-MAIL LISTED ABOVE.**

**EAC INFORMATION**

CONTACT NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

EAC NAME : \_\_\_\_\_ PHONE: \_\_\_\_\_

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

SERVICE TO BE PERFORMED \_\_\_\_\_

**INFORM YOUR EAC THAT THEY MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE ALONG WITH A COPY OF THIS FROM NO LATER THAN 14 DAYS PRIOR TO SHOW DATE OR THEY WILL NOT BE PERMITTED TO SERVICE YOUR EXHIBIT.**

**IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO SEE THAT EACH REPRESENTATIVE OF A NON-OFFICIAL CONTRACTOR ABIDES BY THE OFFICAL RULES AND REGULATIONS OF THIS EVENT.**