



**NAPE SUMMIT**  
**7 – 9 FEB, 2018**  
**Houston, Texas**

---

## **EAC (EXHIBITOR APPOINTED CONTRACTOR) INFORMATION FORM**

**PLEASE COMPLETE AND RETURN TO:**

EMAIL: EAC@NAPEEXPO.COM

(PLEASE KEEP A COPY FOR YOUR RECORDS)

**EXHIBITOR 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**

EAC COMPANY NAME: \_\_\_\_\_

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

EAC E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

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

**INFORM YOUR EAC THAT THEY MUST SEND A COPY OF A GENERAL LIABILITY INSURANCE CERTIFICATE WITH MINIMUM POLICY LIMITS OF \$1,000,000 PER OCCURRENCE AND \$2,000,000 AGGREGATE NAMING NAPE EXPO LP (800 FOURNIER STREET FORT WORTH, TX 76102) AND THE GEORGE R. BROWN CONVENTION CENTER (1001 AVENIDA DE LAS AMERICAS, HOUSTON, TX 77010) AS ADDITIONAL INSURED 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.**