



Exposition & Conference: September 28-30, 2010 | Donald E. Stephens Convention Center | Rosemont (Chicago), IL

## EXHIBITOR-APPOINTED CONTRACTORS (EAC) APPROVAL REQUEST FORM

COMPLETE THIS FORM ONLY IF YOU ARE PLANNING TO USE AN EXHIBITOR-APPOINTED CONTRACTOR

Return completed form to:

**CANON COMMUNICATIONS LLC**  
Trade Show Operations  
11444 West Olympic Blvd. Suite 900  
Los Angeles, CA 90064-1549  
or Fax 310/996-9499 - Attn: Doug Kuhn  
Email: [doug.kuhn@cancom.com](mailto:doug.kuhn@cancom.com)

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

### Exhibitor Information

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Name of Preparer: \_\_\_\_\_

Exhibitor On-Site Contact: \_\_\_\_\_

Exhibitor-Appointed Contractors will **NOT** be allowed to perform work on the exhibit floor without having submitted an original Certificate of Insurance to Show Management by **August 27, 2010**. Submission of required documents and confirmation of receipt by Show Management is the sole responsibility of the exhibiting company. Show Management reserves the final decision on those companies allowed on the show floor.

**If you plan on having your Exhibitor-Appointed Contractor pay for your RES services, you must fill out the "Third Party Authorization" Form included on RES's website.**

*I have read and understand the guidelines regarding Exhibitor-Appointed Contractors.*

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

### EAC Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax number: \_\_\_\_\_ Email: \_\_\_\_\_

On-site Foreman: \_\_\_\_\_ Foreman's cell phone: \_\_\_\_\_

The above on-site contact is authorized to sign for the EAC's badges at the Security / EAC Check-in desk at the start of show move-in.

**Exhibitor-Appointed Contractors may not set-up a counter, solicit or accept new business on the show floor.**