

**EXHIBITOR APPOINTED  
CONTRACTOR (EAC)  
APPROVAL REQUEST**

If your company plans to use a firm that is not the official service contractor as designated by Show Management (RES), please complete this form and send to Questex Media Group by **May 4, 2012**. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor (EAC) abides by the official rules and regulations of the event.

EXHIBITOR NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

SHOW CONTACT: \_\_\_\_\_

EXHIBITOR APPOINTED CONTRACTOR (EAC): \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF SERVICE TO BE PERFORMED: \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Inform your EAC that they **must** send a copy of their General Liability Insurance Certificate to Questex Media Group no later than **May 4, 2012** or they will not be permitted to service your exhibit.

**Return by May 4<sup>th</sup>, 2012**

Kirstin Lewis, Event Operations Director  
Kirstin.lewis@questex.com

Questex Media Group • 275 Grove Str., Suite 2-130 • Newton, MA 02466  
Phone: (410) 857-9596 • Fax: (443) 583-0258