



PHOENIX 2023

## EAC NOTIFICATION OF INTENT

If your company plans to use a firm who is not an official Exhibitor Appointed Contractor (EAC) as designated by Freeman, please complete this form and email directly to [ssmith@ncsc.org](mailto:ssmith@ncsc.org).

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

Booth# \_\_\_\_\_

Show Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Exhibitor Appointed Contractor \_\_\_\_\_

Contractor Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Type of Service to be Performed \_\_\_\_\_

Inform your Exhibitor Appointed Contractor that they must submit a copy of their General Liability Insurance Certificate **WITH Exhibiting Company referenced on form** no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

**This form must be submitted 30 days prior to first day of exhibitor move-in.**