

**NFMT 2011  
EXHIBITOR APPOINTED CONTRACTOR (EAC)  
NOTIFICATION FORM**

**NFMT** has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by **NFMT**, you must complete and return this form no later than Friday, February 4, 2011. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

EAC's are required to provide a certificate of insurance showing minimum liability of \$1 million per occurrence, combined single limit, for bodily injury, property damage, and workers compensation; naming the SHEPARD EXPOSITION SERVICES; ROC EXHIBITIONS.; BALTIMORE CONVENTION CENTER; TRADE PRESS; NATIONAL FACILITIES MANAGEMENT AND TECHNOLOGY CONFERENCE/EXPOSITION AND MAINTENANCE SOLUTIONS NATIONAL EXPO.

EAC's must have all business licenses, work permits and insurance required by local State and City governments and Facility Management before beginning work, and be able to provide Show Management with evidence of compliance.

Exhibiting Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Exhibit Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Booth Number \_\_\_\_\_

**Person or Firm Contracted With:**

**Company** \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Services Provided by the Contractor:**

\_\_\_\_\_

Exhibitor Signature Only \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE MAIL OR FAX TO:**

**ROC Exhibitions, Inc.**  
1963 University Lane  
Lisle, IL 60532  
Phone: (630) 271-8210  
Fax: (630) 271-8234  
E-mail: [turbanczyk@showmgmtservices.com](mailto:turbanczyk@showmgmtservices.com)