

**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