



EAC NOTIFICATION OF INTENT

If your company plans to use a firm who is not an official Exhibitor Appointed Contractor (EAC), please complete this form and email directly to **Stacey Smith** at 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 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.