

## NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

### DEADLINE DATE

**December 6, 2019**

An exhibitor-appointed contractor (EAC) is any company (or individual) that is hired to install/dismantle/provide service to an exhibitor at NRF Big Show 2020 (e.g., installation/dismantle contractors, booth designers, non-official florists, furniture suppliers, laborers, etc.). Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance.

**NOTE:** An EAC will be granted access to the exhibit floor ONLY if the EAC Form and Certificate of Insurance have been received no later than 30 days prior to exhibitor move-in and approved by NRF. There will be no exceptions.

If your company plans to use an EAC, please complete this form and email to [Karen Kimakovich](#).

### EXHIBITING COMPANY

Name:

Booth #:

On-site Contact at Show:

Cellphone #:

Email:

### EXHIBITOR APPOINTED CONTRACTOR

EAC Company Name:

Address:

On-site Contact at Show:

Cellphone #

Services to be Performed: