

Critical Facilities 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 Critical Facilities, you must complete and return this form no later than Friday, Sept. 25, 2017. 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 as additional insureds:

Freeman / ROC Exhibitions, Inc. / Minneapolis Convention Center, its officers, employees and agents / Trade Press Media Group and Critical Facilities Summit.

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 Event 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 EAC:

Exhibitor Signature Only _____ Date _____

PLEASE EMAIL OR FAX TO: Theresa Urbanczyk – turbanczyk@rocexhibitions.com – Fax: 630-271-8234