



EAC Notification Form

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 Tuesday, September 7, 2018. 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 not less than \$1,000,000 Each Occurrence combined single limits for bodily injury and property damage, \$2,000,000 General Aggregate, and workers compensation; naming as additional insureds:

Freeman / ROC Exhibitions, Inc. / Music City 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 by 9/7/18 TO: Theresa Urbanczyk – turbanczyk@rocexhibitions.com – Fax: 630-271-8234