

# EAC Notification Form

## Due March 10, 2017

If your company plans to use a firm other than the official service contractors as designated by CCA Show Management, please complete this form and return with contractor's insurance certificate by March 10, 2017 to:

CCA Show Management  
805 15th St. NW, Suite 401 Washington, D.C. 20005 E-mail:  
[mbelnap@ccamobile.org](mailto:mbelnap@ccamobile.org)

### PLEASE PRINT

Exhibiting Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_ Exhibitor Contact at Show: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_ EAC Contact: \_\_\_\_\_

Address of EAC: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of services to be performed: \_\_\_\_\_

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate to CCA no later than March 10, 2017 or they will not be permitted to service your exhibit. Limits of required coverage are the same as for exhibitors, and are detailed in the Contract Terms and Insurance information included here. **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.**