



## EAC Designation Form

**Deadline: April 21, 2023**

EAC DEFINITION: An Exhibitor Appointed Contractor (EAC) is any approved company (other than one of the Official Show Contractors) that an exhibitor chooses to use in the installation or dismantling of their booth. EACs cannot perform the following exclusive services: freight/material handling, electrical, plumbing, telephone/internet, rigging, cleaning, security or catering.

Name of Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Booth Dimensions: \_\_\_\_\_

I, \_\_\_\_\_ (PRINT NAME) certify that I have authorized the exhibitor appointed contractor, named below, to install and dismantle my exhibit at LightFair. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility regulations as if my own employee. The contractor will be informed of the necessary rules and regulations and build guidelines of LightFair. The contractor will also carry the necessary Certificate of Liability Insurance and provide this to show management by April 21, 2023. I understand that my organization is ultimately responsible for the actions of the contractor while on show site.

\*Exhibitor Signature \_\_\_\_\_

\*If this form is completed by exhibitors' exhibit house, design agency, etc. we will need in writing that the exhibitor authorizes you to designate their EAC.

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

### Exhibitor Appointed Contractor Information

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

On-site contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please return completed Designation Form to [Shannonb@lightfair.com](mailto:Shannonb@lightfair.com).

## EAC Contractor Agreement

**Deadline:** April 21, 2023

An Exhibitor Appointed Contractor (EAC) is any approved company (other than one of the Official Show Contractors) that an exhibitor wants to use in the installation or dismantling of their booth. Exhibitor Appointed Contractors must complete this form and submit to LightFair Show Management. Certificate of Insurance must also accompany this form and be received by April 21, 2023. Review all EAC Regulations and insurance requirements.

### Exhibitor Appointed Contractor Information

Company: \_\_\_\_\_

Contact name/title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*We agree to abide by all rules and regulations governing EACs for LightFair.*

Name of contractor's on-site representative: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature of EAC Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Please list all exhibiting companies that your company will be working for (attach a list for more):

**Company name/booth #**

**Work to be performed**

_____	/	_____
_____	/	_____
_____	/	_____
_____	/	_____

Please return completed Designation Form no later than April 21, 2023 to:

[Shannonb@lightfair.com](mailto:Shannonb@lightfair.com)