



EXHIBITOR APPOINTED CONTRACTOR

An Exhibitor Appointed Contractor (EAC) is a company other than the official contractors listed in this exhibitor manual that is providing a service (installation and dismantle, florist, photography, audio visual, etc.) and requires access to your booth during move-in and move-out.

All exhibitors who choose to use an Exhibitor Appointed Contractor MUST complete and return this form and supply a Certificate of Insurance listing all parties below by the **September 7, 2007**, deadline. All EAC companies are required to comply with event Rules & Regulations.

Insurance certificates, this EAC form and all questions should be directed to Freeman Decorating Services directly by Phone: 301.918.7900 or Fax: 301.459.0612.

THIS FORM WILL ONLY BE ACCEPTED IF FILLED OUT BY AN AUTHORIZED REPRESENTATIVE OF THE EXHIBITING COMPANY.

EXHIBITOR INFORMATION

Company Name: _____ Booth #: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Signature: _____

CONTRACTOR/DISPLAY HOUSE INFORMATION

Contractor/Display House: _____ Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Arrival Time and Date for Move-In: _____
Arrival Time and Date for Move-Out: _____
Description of Proposed Service for Exhibitor: _____

**FAX TO: 301.459.0612
DEADLINE: September 7, 2007**

Insurance certificates MUST list the following as additionally insured: J. Spargo & Associates, Air Force Association, Freeman Decorating Company, and the Marriott Wardman Park Hotel.