

EAC Notification Form

Due February 23, 2018

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 February 23, 2018 to:

Maggie Belnap

Events Manager | CCA
805 15th St. NW, Suite 401
Washington, D.C. 20005
OR Email to:
mbelnap@ccamobile.org

PLEASE PRINT

Exhibiting Company Name: _____

Booth #: _____

Exhibitor Contact at Show: _____

Phone: _____

E-Mail Address: _____

Exhibitor Appointed Contractor: _____

EAC Contact: _____

Address of : _____

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 February 23, 2018 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 in your contract and below. **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.**