



Ft. Lauderdale Broward County Convention Center  
1950 Eisenhower Blvd.  
Ft. Lauderdale, FL 33316  
954.765.5900

**Exhibitor Appointed/Unofficial Contractor Request**  
**DEADLINE: December 23**

Technology Marketing Corporation has appointed suppliers for various services and negotiated equitable rates for the geographical area. Should you contract with other than the Official Contractors listed in this manual, you must:

1. Complete and return this form to TMC by **December 23.**
2. Notify your contractor of the rules governing exhibitor appointed contractors.
3. Make sure your contractor provides a certificate of liability insurance to TMC by **December 23.**
4. Provide Teamwork Event Specialists with the required documentation.

I certify that I have authorized the EAC named below to perform services and/or provide products. Knowing that the EAC is my official representative, I further certify that he/she will adhere to all show, facility, and union rules and regulations. I WILL INFORM THE EAC THAT HE/SHE IS REQUIRED TO PROVIDE TMC WITH A **CERTIFICATE OF LIABILITY INSURANCE (minimum liability coverage: \$500,000) and comply with all Teamwork Event Specialists requirements.** I understand that my organization is ultimately responsible for the actions of this contractor while he/she works on this assignment. The EAC may not solicit or accept new business on the show floor.

I understand that all exhibitors, contractors and suppliers must adhere to the exhibit badge system and a request for a badge must be submitted using the Exhibit Personnel Form. I acknowledge that I am responsible for supplying the exhibitor kit to my appointed EAC.

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Exhibit Contact (Pre-planning): \_\_\_\_\_ Phone: \_\_\_\_\_

Exhibit Contact (On-site): \_\_\_\_\_ Booth Number: \_\_\_\_\_

**EXHIBITOR-APPOINTED CONTRACTOR (EAC) INFORMATION:**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Services Provided by the Contractor: \_\_\_\_\_

**Fax to: Natasha McArthur - 203.295.0172 & Paula Perez -508.230.5714  
By December 23,2005**