



Hyatt Regency Santa Clara
5101 Great America Parkway
Santa Clara, CA

Exhibitor Appointed/Unofficial Contractor Request

DEADLINE: April 13

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. Notify your contractor of the rules governing exhibitor appointed contractors.
2. Make sure your contractor provides a certificate of liability insurance to TMC by **April 13.**
3. Provide Teamwork Event Specialists with the required documentation. Documentation is in section 7 Official Decorator section of the exhibitor manual.

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 Barbera • Fax: 203.295.0172 • Due April 13