EAC NOTIFICATION FORM

Form for Outside Contractors
Deadline: December 16th



Exhibitors using display houses or convention services contractors other than Freeman Company (the official ACEP show contractor), are required to report this information to ACEP. The exhibitor should require that outside contractors provide to show management certificates of insurance for Workers Compensation and Comprehensive General Liability Insurance.

You, as the exhibiting company, are responsible for advising ACEP of the company name, address, and contact name for your contractor. Submit this Work Authorization Form and certificates of insurance by December 16th. No outside contractor personnel will have access to the exhibit area unless this form and certificates of insurance are on file with ACEP.

Please type or print:

Exhibiting Company: _____

Booth Number(s): _____

Display Contractor Name: _____

Contact: _____

Contact Telephone: _____ Email: _____

Estimated Number of Workers: _____

Onsite Company Representative in Charge of Booth: _____

Onsite Company Representative Cell Phone Number: _____

Name of On Site EAC Foreman: _____

EAC Foreman Cell Phone Number: _____

E-MAIL ALONG WITH CERTIFICATE OF INSURANCE BY Wednesday, December 16th to:

Sydney Truong
Educational Meetings Administrative Assistant
struong@acep.org