



May 9-11, 2018  
New Orleans Morial Convention Center  
900 Convention Center Blvd.  
New Orleans, LA 70130

## Exhibitor Appointed Contractor Authorization Form

**Deadline: Thursday, April 5<sup>th</sup>**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Name and phone # of onsite exhibitor: \_\_\_\_\_

We intend to use the following Exhibitor Appointed Contractor (EAC) to perform services in our booth:

EAC Company Name: \_\_\_\_\_

EAC Onsite Contact and Phone Number: \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

Additional names of EAC onsite contractors:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Inform your EAC that they **MUST** send a copy of their General Liability Insurance Certificate no later than **Thursday, April 5<sup>th</sup>, 2018** or they will **NOT** be permitted to provide service for you exhibit. The exhibiting **company name** and **booth number** must be listed on Certificate of Insurance.

It is the responsibility of the **exhibitor** to see that each representative of an EAC abides by the [official](#) rules and regulations of this event.

Contractors must pick up a temporary contractor badge at Badge Assistant located in the Registration Area. EAC's are required to wear their company credentials (name tag or badge) at all times and temporary badge.

Reminder that early move is only for booths exceeding 400 sq. ft., booths under 400 sq. ft. can move-in on Tuesday, May 8<sup>th</sup> from 8:00AM-6:00PM and Wednesday, May 9<sup>th</sup> from 8:00AM-2:00PM. For more information please review the ESM.

**Please return to this form and insurance certificate to:**

Alicia Fresquez, Event Coordinator | E-mail: [AliciaF@mjbizdaily.com](mailto:AliciaF@mjbizdaily.com) | Phone: (401) 371-3376