



August 14-16, 2018
Metro Toronto Convention Centre
222 Bremner Blvd.
Toronto, ON M5V 3L9, Canada

Exhibitor Appointed Contractor Authorization Form

Deadline: Thursday, July 12

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, July 12, 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 Monday, August 13 from 8:00AM-6:00PM and Tuesday, August 14 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 | Phone: (401) 371-3376