



Las Vegas Convention Center
3150 Paradise Rd., Las Vegas, NV 89109
November 14-16, 2018

Exhibitor Appointed Contractor Authorization Form

Deadline: Tuesday, October 9th

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, October 9th, 2018** or they will **NOT** be permitted to provide service for your 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 given to them by MJBIZCON.

EXHIBITOR MOVE-IN

Monday November 12, 2018 8:00 a.m. - 6:00 p.m. Booths 600 sqft & larger only

10:00 a.m. - 6:00 p.m. Booths 400 sqft & larger only

1:00 p.m. - 6:00 p.m. All exhibitors

Tuesday November 13, 2018 8:00 a.m. - 6:00 p.m.

All exhibits must be fully installed by Tuesday, November 13, 2018 at 6:00 p.m.

Please return to this form and insurance certificate to:

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