



**NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR (EAC)**

If your company plans to use a service contractor other than Freeman Labor, you must complete this form and return to [events@ncsl.org](mailto:events@ncsl.org) no later than end of day Friday, July 17.

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Show Site Contact Name: \_\_\_\_\_

Show Site Contact Phone: \_\_\_\_\_

Exhibitor Appointed Contractor Company Name: \_\_\_\_\_

By signing below, you as the exhibitor acknowledge:

- Your company's insurance covers all EAC employees OR you have your EAC's COI on-file.
- EAC's are only allowed in the exhibit hall during move-in and move-out hours (Monday 8 a.m.-5 p.m. and Wednesday 2-7 p.m.).
- EAC's must check in with Freeman at the loading docks and only enter and exit through the back of the exhibit hall/loading docks. No EAC's are able to enter through the front of the exhibit hall.
- EAC's do not need to register for a conference badge.
- It is the responsibility of the exhibitor to see that each representative of the EAC abides by the official rules and regulations.

Signature \_\_\_\_\_ Date \_\_\_\_\_