



EVOLVING
PRODUCTIONS

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

THE DEADLINE FOR SUBMITTING THIS FORM IS 30 DAYS PRIOR TO MOVE IN

An Exhibitor Appointed Contractor (EAC) is a company other than the official contractors listed in the exhibitor service kit that provides a service (display and installation, florist, photography, audio visual, or other related services) and needs access to your booth during the installation and dismantling periods. The EAC may only provide services in the facility that are not designated by the facility as “exclusive” to a designated provider, or by the show organizer in a contract as an exclusive service for the “general or official” service provider or other third party.

Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations and supply EP with all necessary information by the deadline date indicated above. No EAC will be allowed to work in an Exhibitor’s booth if this EAC Form and a valid Certificate of Insurance is not completed by an authorized representative and received by EP by the deadline indicated above. This EAC form must be completed for every third party (as well as any other third-party ordering or requesting services from EP on behalf of Exhibitor) at this show.

When submitting your Certificate of Insurance, please make sure you list the Show Name, Exhibiting Company, Show Organizer, and Evolving Productions, LLC as an additional insured.

Note: If you have multiple companies doing work in your booth, you will need to complete one form for each.

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name:	Booth #
Contact Name:	
Phone#	Email Address:
Signature:	Date:

By signature above, I hereby agree to:

- Forward the Certificate of Liability Insurance (\$1,000,000) via mail or email to EP.
- Forward the Worker's Compensation Certificate (\$1,000,000) via mail or email to EP.
- Certify that the EAC is duly licensed, insured, and authorized to work and will adhere to all Show Rules and Regulations.
- Mailing Address: Evolving Productions, LLC
PO Box 24687
New Orleans, LA 70184



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EXHIBITOR APPOINTED CONTRACTOR INFORMATION

Exhibitor Appointed Contractor:		
Contact Name:	Cell Phone:	
Street Address:	Email:	
City:	State:	Zip:
Office Phone:	Fax:	
Description of proposed service for Exhibitor:		

Indicate which services are to be invoiced to the Third Party:

- | | |
|---|---|
| ☐ All Classic Services | ☐ Classic Transportation |
| ☐ All I&D Labor/Supervision | ☐ Rental Furniture/Carpet/Sign |
| ☐ Material Handling/In & Out | ☐ Booth Cleaning |
| ☐ Other _____ | |

Note: Giving a Third-Party permission to pay for services on your behalf does not change the ultimate responsibility for payment. If the Third Party fails to pay for services, you are responsible for payment. All forms and services submitted will be sent to the contact person on file. However, an invoice will be sent to the person paying for the service.

If your Third Party will be paying for show services on your behalf, please indicate below if they will need to register on our e-commerce site (service kit) for your booth:

- ☐ Yes. Please set up the above EAC as a registered user for my booth.
☐ No. Do not set up additional users. We will utilize our existing account.

Please submit this form to Evolving Productions

via email: info@evolvingpro.com

or mail: Evolving Productions

PO BOX 24687

New Orleans, LA 70184