

EXHIBITOR APPOINTED CONTRACTOR (EAC) NOTIFICATION FORM

In the best interest of the exhibitors, Breakbulk has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by Breakbulk, you must complete and return this form no later than **Monday 12th August 2019**.

EAC's are required to hold insurance with a minimum liability of \$2 million per occurrence, combined single limit, for bodily injury, property damage; also, worker's compensation.

EAC's are responsible for the connection of any apparatus to the rigging points supplied by the facility.

EAC's must have all business licenses, work permits, and insurance required by Government and Facility Management before beginning work. This documentation must be present at the exhibition and available upon request.

Exhibiting Company: _____ Stand # _____

Exhibiting Company Contact: _____

Email: _____

Contracted Firm (EAC): _____

EAC Contact Name: _____

Email: _____

Services Provided by the Contractor: _____

DOCUMENTS REQUIRED FOR SUBMISSION BY MONDAY 12TH AUGUST 2019:

- Stand Plans
- Method Statement
- Risk Assessment
- Exhibitor Appointed Contractor (EAC) Notification (EAC form)
- Structural Calculations

Responsible Party Signature: _____ Date: _____

All of the above documents should be emailed to Lynn Hanstock at Essential Events:

E: lhastock@essentialevents.co.uk

T: +44 (0) 1926 470 100