

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 1<sup>st</sup> April 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 1<sup>st</sup> April 2019:**

- Stand Plans
- Method Statement
- Risk Assessment
- EXHIBITOR APPOINTED CONTRACTOR (EAC) "NOTIFICATION" (EAC form)

Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

All of the above documents should be emailed to:

Lynn Hanstock

Essential Events

E: [lhastock@essentialevents.co.uk](mailto:lhastock@essentialevents.co.uk)

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