**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 10th January 2020. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

EAC’s must have all business licenses, work permits, and insurance required by local State and City governments and Facility Management before beginning work and be able to provide them at the show should they be asked.

Exhibiting Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibiting Company Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contracted Firm (EAC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EAC Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EAC Onsite contact mobile number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided by the Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASSESSMENT**

To ensure the safety of our exhibitors and attendees, we ask that you assess your exhibit for the following possible hazards. Please acknowledge that you can answer YES to the following questions:

1. Are all electrical components properly wired and placed to avoid electrical fire?
2. If food and beverage is being served or water being used, are there safeguards to avoid slipping?
3. Have all possible tripping hazards been examined and avoided, such as sharp corners on platform flooring?
4. Can you confirm that only flame-retardant materials have been used in your exhibit?
5. Can you confirm that during move in/set up and move out/dismantle, that all personnel in your stand will have safe attire, including closed toe shoes?
6. Are you able to confirm that all structural materials are of structural integrity and properly anchored within your booth?

 Please check the box to certify that I can answer YES to the above questions.

 Please Check the box to certify that you have read and agree to follow the Rules and Regulations and Health and Safety requirements of Breakbulk Middle East.

 Please check box to certify that you have sent a full rendering with dimensions, risk assessment and method statement to .

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

Email form to:

Lynn Hanstock

Essential Events

E: **admin@essentialevents.co.uk**

T: +44 (0) 1926 470 100