

## EXHIBITOR APPOINTED CONTRACTOR FORM

The purpose of this form is to request Show Management’s approval to use an Exhibitor Appointed Contractor (EAC). An EAC is defined as any company, other than one of the Official Contractors (listed in the exhibitor manual by Society of Manufacturing Engineers), that an exhibitor would like to use inside the exhibit hall, before, during or after the show.

Your submission of this form is a request for approval of an Exhibitor Appointed Contractor by Show Management, and a statement of your commitment to purchase services, as outlined below, from said contractor, subject to Show Management’s approval of the Contractor.

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Instructions:

1. You are required to use this form ONLY if you planning to have an EAC supervise, install, and/or dismantle your exhibit.
2. Complete this form once for each EAC you have committed to hire for this show. If you are using multiple EACs, please complete one form for each.
3. This form may only be submitted by the exhibitor.
4. **Submit this form by our deadline of March 17<sup>th</sup>, 2025.**
5. For your EAC contractor to be accepted, they must be listed as an additional insured on your insurance certificate.
6. If you need further assistance, please contact **Ursula Tsoi** at (905) 752-4434 or [utsoi@sme.org](mailto:utsoi@sme.org).

Show Management will NOT accept the following:

- Letters, telephone calls or submissions in any other form
- Submissions in any form directly from contractors

If you will be using an Exhibitor Appointed Contractor to supervise, install and/or dismantle your display, please provide the following required information:

Exhibitor Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Exhibitor Contact Name & Title \_\_\_\_\_

Exhibitor Address \_\_\_\_\_

Telephone Fax \_\_\_\_\_

Email \_\_\_\_\_

Exhibitor Appointed Contractor (EAC) to be used:

\_\_\_\_\_

## EXHIBITOR APPOINTED CONTRACTOR FORM – continued

EAC Address \_\_\_\_\_

EAC Telephone \_\_\_\_\_

EAC Fax \_\_\_\_\_

EAC Contact Name \_\_\_\_\_

EAC Email \_\_\_\_\_

Please note the following services will be provided exclusively by the show's Official Contractors.

**Under no circumstances are EAC's allowed to perform or provide these services:**

- × Drayage / Fork Lift / Genie Lift Operations
- × Overhead Rigging
- × Electrical / Mechanical Services / Labour
- × Production & Staging Services
- × Plumbing Services / Labour
- × Telecommunications Services / Labour
- × Booth Cleaning
- × Booth Security
- × Catering / Food / Beverage Services

Approved EACs may only perform the following services. Please check the service(s) you wish to purchase from the contractor listed above:

\_\_\_ Booth / Display Rental  
 \_\_\_ Set-up / Display Labour  
 \_\_\_ Photography / Video  
 \_\_\_ Furnishings, etc.  
 \_\_\_ Equipment  
 \_\_\_ Floral

\_\_\_ Personnel / Temporary Staff  
 \_\_\_ Signs  
 \_\_\_ Audio / Visual  
 \_\_\_ Computer / Business

If your EAC is performing another service not listed, please enter it here:

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I have notified the above EAC of the Society of Manufacturing Engineers Rules & Regulations for all exhibiting companies and acknowledge that the appropriate guidelines will be followed for my booth set up.

**Authorizing exhibitor please print/sign your name here:**

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Submit this form to SME Canada to Ursula Tsoi [utsoi@sme.org](mailto:utsoi@sme.org) by **March 3<sup>rd</sup>, 2025**.