

MAYO CIVIC CENTER
EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM



Exhibitors who plan to use an Exhibitor Appointed Contractor (EAC) other than the appointed contractor, must provide the Mayo Civic Center with the following information prior to move-in

EXHIBITOR APPOINTED CONTRACTOR (EAC)

Company: _____
Address: _____
City/ State: _____ Zip Code: _____
Contact Name: _____ Title: _____
Phone: _____ Email: _____

I certify that I have authorized the Exhibitor Appointed Contractor, named above, to install and dismantle my exhibit at the **(event name)** _____, on **(event dates)** _____. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility rules and regulations, as well as the regulations set forth by the Occupational Safety and Health Administration (OSHA), as if my own employee. I understand that my company is ultimately responsible for the actions of the contractor while on this assignment, and may not hold the Mayo Civic Center, nor its' staff, accountable for any injuries or accidents that occur on the premises. The EAC is also not authorized to use any facility equipment without consulting the Mayo Civic Center team.

EXHIBITING COMPANY

Company: _____
Contact Name: _____ Title: _____
Phone: _____ Email: _____

Signature: _____ Date: _____

This form, along with the EAC's Certificate of Insurance, must be submitted to exhibitorservices@mayociviccenter.com before **(deadline)** _____.