



**EXHIBITOR APPOINTED CONTRACTOR  
DESIGNATION FORM**

**WESTERN ROOFING EXPO 2017**  
WSRCA's 43rd Annual Convention & Tradeshow  
June 11-13, 2017  
Paris Las Vegas  
Las Vegas, Nevada

**Return the Completed Form and the Exhibitor Appointed Contractors  
Certificate of Insurance prior to May 1, 2017**

Complete this form if you are using a service contractor other than the official service contractor (Freeman Expositions) to unpack, erect, assemble, dismantle or pack your display. Please make sure your contractor completes the enclosed information form and returns it to Show Management with the appropriate fees and certificate of insurance. **Show Management must receive the completed forms and related materials before the EAC will be permitted on the show floor.**

Definition: An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official service contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the show. **EAC's cannot perform the following exclusive services: electrical, plumbing, internet, telephone, drayage, rigging, booth cleaning, security and catering.**

**EXHIBITING COMPANY INFORMATION**

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**EXHIBITOR APPOINTED CONTRACTOR INFORMATION**

Type of work to be performed \_\_\_\_\_  
Independent Service Contractor/Display House \_\_\_\_\_  
Contractor Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

I certify that I have authorized the exhibitor appointed contractor named above to install and dismantle my exhibit at the Western Roofing Expo. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show, facility, and regulations as if my own employee. The contractor will be informed that a certificate of liability insurance is required by May 1, 2017. I understand that my organization is ultimately responsible for the actions of the contractor while on this assignment.

\_\_\_\_\_  
Signature of Exhibitor's Authorized Contact Title Date

**Please return to Western States Roofing Contractors Association • Attn: Joel Viera  
275 Tennant Avenue, Suite #106, Morgan Hill, CA 95037  
joel@wsrca.com • (650) 938-5441 Phone • (650) 938-5407 Fax**



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**DEADLINE: May 1, 2017**

Exhibitor Appointed Contractors **must** complete this form and return with the appropriate payment to Show Management at the address below. EAC Fees are used to increase security measures in the Exhibit Hall for our exhibitors protection. A Certificate of Insurance from the EAC must also accompany this form.

**EAC fees are based on the following schedule:                      \$100 - Per Exhibiting Company**

**Exhibiting Company Name/Booth # \_\_\_\_\_**

**EXHIBITOR APPOINTED CONTRACTOR INFORMATION**

Company:					
Contact Name/Title:					
Address:					
City:		State:		Zip:	
Phone:		Fax:		Email:	
On-Site Contact:		On-Site Cell Phone:			

**PAYMENT INFORMATION**

Credit Card:					
Expiration Date:		Security Code:			
Signature:		Date:			
Amount Due \$:					

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