



MIAC 2009 & PAL SHOW  
August 23 – 24, 2009  
Toronto International Centre  
6900 Airport Road  
Halls 4A & 5  
Toronto, Ontario, Canada

Music Industries Association of Canada  
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Websites: [www.miac.net](http://www.miac.net) and [www.thepalshow.com](http://www.thepalshow.com)

**EXHIBITOR APPOINTED CONTRACTOR (EAC) NOTIFICATION**

**DEADLINE: JULY 10, 2009**

Dear Exhibitor:

Exhibitors who desire to use an EAC to set-up and/or dismantle their exhibit booth(s) must provide MIAC with the following information by **July 10, 2009** (There are no exceptions to this deadline date).

Please indicate below your planned method of exhibit installation. Notify Show Management immediately if you are using an EAC, so that we may communicate with each contractor planning to provide these services at this year's show.

**EXHIBIT INSTALLATION OPTIONS (check one only):**

- We will set-up our own exhibit fixture (applies only to exhibits of 300 sq. ft. or less).
- We will be using a rental exhibit with the appropriate installation labour provided.
- We will not be using an exhibit fixture in our booth.
- We will hire our own installation labour through the Official General Contractor - GES Canada Exposition Services.
- We request permission to use the following EAC to perform installation services:

**CONTRACTOR (EAC):**

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE/STATE: \_\_\_\_\_ POSTAL/ZIP \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

**EXHIBITING COMPANY:**

COMPANY: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I certify that I have authorized the Exhibitor Appointed Contractor, named above, to install and dismantle my exhibit at the MIAC Show & PAL Showcase. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show, facility and union rules and regulations as if my own employee. The contractor will be informed that a Certificate of Liability Insurance is required by July 10, 2009. I understand that my organization is ultimately responsible for the actions of the contractor while on this assignment.

An Exhibitor Manual will be sent to the contractor on request after MIAC has received this completed form from the exhibitor and has received the Certificate of Liability Insurance from the Exhibitor Appointed Contractor.

**NOTE: Failure to submit notification to MIAC by July 10, 2009 will result in all exhibit display services being ordered through GES Canada Exposition Services the Official General Contractor, allowing the Exhibitor Appointed Contractor to serve on the floor in a supervisory capacity only.**

**Please fax or email the completed form by July 10, 2009 to:**

Janice Secchiano  
Fax: (416) 490-0369 or (877) 809-8600 Ext. 105  
[janice@miac.net](mailto:janice@miac.net)