



**MIAC 2010 & PAL SHOW May 16 – 17, 2010**  
**Direct Energy Centre**  
**100 Princes' Blvd, Hall A**  
**Toronto, Ontario, Canada M6K 3C3**

**EXHIBITOR APPOINTED CONTRACTOR (EAC) NOTIFICATION**

**DEADLINE: APRIL 02, 2010**

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 **April 02, 2010** (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 and without the need for power tools).
- 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 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 April 02, 2010. 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 April 02, 2010 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 April 02, 2010 to:**

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