

EAC Notification Form



Huntington Convention Center of Cleveland
Exhibit Halls A, B, C
Cleveland, OH

SHPE has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by SHPE, you must complete and return this form no later than October 8, 2018. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

EAC's are required to provide a certificate of insurance showing minimum liability of \$1M per occurrence, combined single limit, for bodily injury, property damage, and worker's compensation, naming:

**FREEMAN EXPOSITION SERVICES
ROC MANAGEMENT, INC.
HUNTINGTON CONVENTION CENTER OF CLEVELAND
SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS
SHPE 2018 NATIONAL CONVENTION**

EAC's must have all business licenses, work permits and insurance required by Local, State and City governments and Facility Management before beginning work, and be able to provide Event Management with evidence of compliance.

Exhibiting Company: _____

Address: _____

City / State / Zip: _____

Exhibit Contact: _____

Phone: _____ Fax: _____

Booth Number: _____

Person or Firm Contracted With:

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____

Phone: _____ Fax: _____

Email: _____

Services Provided by Contractor: _____

Exhibitor Signature: _____ Date: _____

PLEASE FAX OR EMAIL TO: **ROC Management, Inc.**
1963 University Lane
Lisle, IL 60532
630.271.8210
630.271.8234 (fax)
Email: ROC@SHPE.org