



EXHIBITOR APPOINTED CONTRACTOR (EAC) NOTIFICATION FORM

In the best interest of its exhibitors, GlassBuild America has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors/Vendors for various show services. **If you, the exhibitor, have contracted with any firm other than those appointed by Show Management, you must complete and return this form no later than August 12, 2019 (30 days prior to move-in).** In addition, it is your responsibility to inform your contractors with reference to providing proof of liability / compensation insurance to Show Management, to abide by the Show Rules & Regulations, and to ensure they are verified through the [Worker Identification System](#).

Note: GlassBuild America, the Georgia World Congress Center, and Freeman Decorating are to be named as additional insured.

Exhibiting Company: _____ Booth # _____

Exhibit Contact: _____ Contact Email: _____

Street Address: _____ City/State _____ Zip/Postal _____

Country: _____ Phone: _____ Fax: _____

EAC contracted with:

Company: _____

Contact: _____ Contact Email: _____

City / State / Postal/Zip: _____

Phone: _____ Fax: _____

Type of Service Provided: _____

EXHIBITOR SIGNATURE: _____
(must be signed by exhibitor only – not valid if signed by EAC)

Please return along with Insurance Certificate to:

GlassBuild America / NGA
Attn: Zoe Buckmaster
1945 Old Gallows Rd., Ste. 750
Vienna, VA 22182
zbuckmaster@glass.org