

# SHOPTALK EUROPE

## Exhibitor Appointed Contractor (EAC) Form

If your company plans to utilise the services of any independent contractors other than Full Circle, the official general service contractor designated by Shoptalk Europe, this form must be completed and signed by a representative of the exhibiting company. In addition, the EAC shall provide a copy of their certificate of liability insurance to show management by **22 April 2022**.

### Exhibiting Company Information

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibitor Contact: \_\_\_\_\_

Exhibitor Contact Phone: \_\_\_\_\_ Exhibitor Contact Email: \_\_\_\_\_

Exhibitor Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The authorised signature confirms that the exhibiting company has committed to use the services of the following Exhibitor Appointed Contractor(s) and they agree:**

To read and comply with all show rules and regulations as outlined in the [Exhibitor Guidelines A-Z](#) & accompanying Health & Safety documents.

To obtain and maintain appropriate insurance coverage as outlined in Section 10 of the Exhibitor Rules & Regulations.

### Exhibitor Appointed Contractor Information

EAC Contractor Name: \_\_\_\_\_

Pre-Show EAC Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

EAC Onsite Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please email this completed form with a copy of the certificate of liability insurance to [natalie@shoptalk.com](mailto:natalie@shoptalk.com) by 22 April 2022.**

**Please note:** EACs will be required to pick up their wristbands onsite at the Shoptalk Europe exhibitor check-in desk, in order to gain access to the exhibit hall. EACs must present a photo ID.

EACs will **only be allowed access to the exhibit hall during exhibitor build up and breakdown dates/times**. If an EAC needs access to an exhibitor's space at any other time, the **exhibitor will need to register the EAC for a Shoptalk Europe Attendee Badge**. Exhibitors and EACs must abide by all show rules and regulations as outlined in the Exhibitor Rules & Regulations and [The Exhibitor Guidelines](#). Exhibitors and EACs must obtain and maintain appropriate insurance coverage as outlined in the Exhibitor Rules & Regulations.

### Shoptalk Europe Values Sustainability - we'd like to know:

**Are you reusing your booth materials? Y/N**

**Please provide more information regarding your sustainable booth practises if applicable:**