EAC NOTIFICATION FORM

In the best interest of the exhibitors, DRI 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 that those appointed by DRI, you must complete and return this form no later than Friday, January 11, 2020. 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 $2 million per occurrence, combined single limit, for bodily injury, property damage; in addition to worker’s compensation; naming FREEMAN; ROC MANAGEMENT, INC; SAVANNAH CONVENTION CENTER; WESTIN SAVANNAH HARBOR GOLF RESORT & SPA, and their subsidiaries and affiliates, and each of their officers, directors, representative and employees; and DRI, as additional insured’s.

EAC’s must have all 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 evidence of compliance.

Exhibiting Company: ___________________________ Booth Number: ______________

Address: ____________________________________________

City/State/Zip:________________________________________

Exhibit Contact: ______________________________________

Phone: ______________ Fax: ______________ Email: ______________

Person or Firm Contracted With:

Company: ____________________________________________

Address: ____________________________________________

City/State/Zip: _________________________________________

Contact: ______________________________________________

Phone: ______________ Fax: ______________ Email: ______________

Services Provided by the Contractor:

________________________________________________________________________

Exhibitor Signature Only: ___________________________ Date ____________

PLEASE MAIL, EMAIL, OR FAX TO: ROC Management, Inc.
1963 University Lane
Lisle, IL 60532
P: 630-271-8210    F: 630-271-8234    E-mail: turbanczyk@showmgmtservices.com