



Notification of Intent to Use an Exhibitor Appointed Contractor (EAC)

An Exhibitor Appointed Contractor (EAC) is a company, **other than Freeman**, the official show contractor, hired by the Exhibitor to set up and dismantle their booth.

Note: EACs **are not permitted** to perform the following exclusive services: Electrical, plumbing, telephone or network services, drayage, rigging, booth cleaning, or catering.

All EACs must comply with the Show Rules & Regulations and all applicable requirements outlined in the Exhibitor Service Kit.

Exhibitor Information:

Exhibiting Company _____ Booth # _____

Exhibitor Contact Name _____

Phone _____ Email _____

I certify that, on behalf of the exhibiting company, I have authorized the Exhibitor Appointed Contractor listed below to install and/or dismantle our booth at the 2026 Manufacturing & Automation eXchange. I further certify that this contractor will adhere to all show, facility, and union rules and regulations. My company assumes full responsibility for the actions or omissions of the EAC while they are employed on our behalf.

Authorized Exhibitor Signature: _____ Date _____

EAC Company Information

(This is the company handling installation and/or dismantling of your booth)

EAC Company Name _____

Address _____

City _____ State _____ Zip _____

On-site Contact Name _____

Phone _____ Email (if applicable) _____

Please email this completed form along with a Certificate of Liability insurance to:

Carly Reimer at reimerc@bnpmedia.com

Insurance Requirements:

A Certificate of Liability Insurance is mandatory. Must list BNP Media and the Music City Center as additional insured. Coverage dates must be from March 21 – March 27, 2026.