

MTMP FALL 2023 Meeting - Exhibitor-Appointed Contractor Notification
RETURN BY SEPTEMBER 10, 2023 (30 DAYS PRIOR TO SHOW)

An EAC (Exhibitor-Appointed Contractor) is a company other than the official contractors listed in the exhibitor services manual providing a service (installation and dismantling labor, floral, photography, audio-visual, computer rental, and other related services) and requiring access to your booth during move-in and move-out. If your company plans to use a firm who is not the official service contractor as designated by show management, **please complete this form, and submit to the link below; AS WELL AS THE (3) FORMS BELOW**

When submitting the form please LABEL it: **YOUR COMPANY NAME, EAC FORM**. Please see LABELS below for your EAC to submit properly as well.

Name of show: **MTMP FALL 2023 Meeting**

Exhibiting company name: _____

Booth number: _____

Exhibiting company address: _____

Contact at show: _____

Phone number: _____

Non-Official Service Contractor: _____

Address of Service Contractor: _____

Type of service to be performed: _____

Print name: _____

Signature: _____

Phone: _____ Email: _____

Inform your Non-Official Service Contractor that they must send a copy of these (3) forms:

1. **General Liability Insurance Certificate** naming MTMP, Freeman, Bellagio LLC, MGM Resorts International, its subsidiaries, affiliates and their Directors, Officers and employees are named as additional insured where required by contract, regarding the conference being held on “October 10-12, 2023”. The Certificate of Liability Insurance must include commercial general liability coverage, product liability coverage and broad property damage endorsement with combined and single limits of liability of not less than \$3,000,000.00 per occurrence. The certificate must include coverage for statutory workers’ compensation and employers’ liability within commercially reasonable limits as otherwise required by the laws of the state of Nevada in this case Bellagio LLC requires \$1 million per accident. The certificate must also include \$1 million Commercial Auto Liability for “Any Auto” or “Owned, non-owned, rented and borrowed autos”,

per accident. Certificate Holder: Bellagio, LLC Sales/Services Department 3600 Las Vegas Blvd South Las Vegas, Nevada 89109 It is the responsibility of the exhibitor to see that each representative of a Non-Official Contractor abides by the official rules and regulations of this event. Label: YOUR COMPANY NAME INSURANCE CERTIFICATE FORM and submit to the link below.

2. **Copy of Nevada Business License**-Label: YOUR COMPANY NAME/EAC BUSINESS LICENSE FORM and submit to link below
3. **Provide proof Union membership**- Label: YOUR COMPANY NAME/EAC UNION MEMBERSHIP FORM and submit to link below

Please return completed form no later than September 10 to:

<https://www.dropbox.com/request/44j1zr24dpGwMhZFbnCK>