**MTMP Spring 2024 Meeting - Exhibitor-Appointed Contractor Notification**   
**RETURN BY MARCH 4, 2024 (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 address listed below**.

Name of show: **MTMP SPRING 2024 Meeting**Exhibiting company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exhibiting company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact at showsite : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 copies of:

1. General Liability Insurance Certificate naming MTMP, Wynn Las Vegas and Encore, Freeman as additional insured. 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 also include coverage for workers’ compensation and employers’ liability within commercially reasonable limits as otherwise required by the laws of the state of Nevada.
2. Copy of Nevada Business License-Label and submit
3. Provide proof Union membership-Label and submit

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.

Please submit all forms to this drop box no later than March 4: [Submit Files - Dropbox](https://www.dropbox.com/request/gXUn8aI4WzbH2qgY5sgR)  
**When uploading the forms be sure to LABEL each document (ie YOURCOMPANYForm1, YOURCOMPANYform 2, YOURCOMPANYForm3…)**