



LAS VEGAS 2024

December 9-11 | MGM Grand Hotel and Casino

Notification of Intent to Use Exhibitor Appointed Contractor

Exhibitor Appointed Contractors (EAC's)

Each Exhibitor shall provide to the Conference Director, 30 days in advance, the name and title of the person in attendance at the exposition and responsible for the installation, operation, and removal of the exhibit. Said representatives shall be authorized to enter into such service contracts as may be necessary for which the Exhibitor shall be responsible. The EAC will operate within their assigned Exhibitor's booth only and not solicit business from other Exhibitors. Please ensure exhibiting company is referenced on insurance certificate.

EAC Insurance

The EAC will furnish eCourts a certificate of insurance confirming a minimum coverage of one million dollars (\$1,000,000) liability insurance, workmen's compensation insurance and auto liability insurance coverage. EAC's must conform to eCourts' Exposition Rules and Regulations.

Exhibiting Company _____

Booth # _____

EAC Name: _____

EAC On-Site Contact: _____

EAC On-Site Contact Phone# _____

Type(s) of Service to be performed: _____

This form must be submitted by November 11, 2024

Return via e-mail to Stacey Smith, Exhibit Manager ssmith@ncsc.org w (757) 259-1816

Contact: Stacey Smith

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