



# Viva Las Vegas!

## South Point Hotel & Casino August 2-4, 2017

### EAC REQUEST FORM (Exhibitor Appointed Contractor) - Deadline: Monday, July 10, 2017

We propose to use the following persons or organizations not covered in the Exhibitor Guide to perform services in connection with our exhibit while in the South Point Hotel, Casino & Convention Center, Las Vegas, Nevada at the forthcoming Expo. We understand and agree that they will abide by all the Expo rules and regulations and those outlined below:

#### Rules and Regulations for those other than Official Service Contractors

Persons or organizations, other than those designated as official contractors for the Expo, who are proposed for the performance of any services within the South Point Hotel, Casino & Convention Center, Las Vegas, Nevada for an exhibitor and approved by Event Management will:

1. Abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules and limitations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by Event Management.
3. If you are using a non-official sub-contractor, please be sure to fill out this form. **The non-official sub-contractor will be requested to provide proof of insurance.** The following companies must be added as additional insured(s) for General Liability: W.T. Glasgow, Inc., the Billiard Congress of America, the Billiard & Home Leisure Expo, the South Point Hotel, Casino & Convention Center, and Heritage Trade Show Services.
4. Secure from the official contractors all services required other than erection and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.

Exhibitor Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**MAIL or FAX FORM TO:  
BCA EXPO MANAGEMENT  
10070 W. 190<sup>th</sup> Place  
Mokena, IL 60448  
Fax: 708-226-1310**

**Questions? Contact BCA Expo Management at 708-226-1300**