

# USE OF AN EAC NOTIFICATION

**\*Please complete and return both EAC forms\***

Please be sure to read the Official Services & Exhibitor Appointed Contractors (EAC) Guidelines. Exhibitors who plan to have an EAC unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to Viper Tradeshow Services no later than 14 days before the start of the move-in and see that their EAC adheres to the guidelines outlined on the previous page.

<b>Notification of EAC:</b>	To be received no later than 14 days in advance
<b>For Exhibitor (Company Name):</b>	Reliable Automatic Sprinkler Co. Inc.
<b>Show Name:</b>	<input type="text" value="2023 AFSA"/> Booth #: <input type="text" value="215"/>
<b>Name of Service Firm (EAC):</b>	ShoLink
<b>Address:</b>	13975 W Polo Trail Drive, Suite 101
<b>Telephone:</b>	847.735.0640 (Office) 847.582.1516 (Direct)
<b>Fax:</b>	
<b>Contact:</b>	April Panosian
<b>Email:</b>	APanosian@sho-link.com
<b>Show Site Contact (if different from above)</b>	Grey Matthews (Orlando City Manager) gmatthews@sho-link.com
<b>Cell Phone #:</b>	407.694.1104

## EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.  
\*Before submitting service order forms (including this one). Preferably before the early registration deadline.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on  
\*To be received no later than 10 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor  
\*Upon arrival at show site.

**Viper Tradeshow Services reserves the right to refuse any Non-Official Service Contractor (EAC) access to the show floor if any of the above conditions are not met. If there is a problem providing the necessary information within the deadlines, Viper Tradeshow Services must be contacted in advance of the deadline.**