



Phoenix Convention Center  
Exhibit Halls 3-6  
Phoenix, AZ

Complete and return to:  
**ROC Management, Inc.**  
Fax: 630-271-8234 Email: [ROC@SHPE.org](mailto:ROC@SHPE.org)

**EAC Notification Form**

SHPE has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by SHPE, you must complete and return this form no later than October 21, 2019. In addition, it is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

EAC's are required to provide a certificate of insurance showing minimum liability of \$1M per occurrence, combined single limit, for bodily injury, property damage, and worker's compensation, naming:

- FREEMAN EXPOSITION SERVICES**
- ROC MANAGEMENT, INC.**
- PHOENIX CONVENTION CENTER**
- SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS**
- SHPE 2019 NATIONAL CONVENTION**

EAC's must have all business licenses, work permits and insurance required by Local, State and City governments and Facility Management before beginning work, and be able to provide Event Management with evidence of compliance.

Exhibiting Company: \_\_\_\_\_

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

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

Exhibit Contact: \_\_\_\_\_

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

Booth Number: \_\_\_\_\_

**Person or Firm Contracted With:**

**Company:** \_\_\_\_\_

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

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

Contact: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Services Provided by Contractor:** \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_