AMUSEMENT EXPO International

March 15-18, 2027 | Las Vegas Convention Center
Education: March 15-16 | Trade Show: March 17-18

AMOA AAMA BCA NBVA FOUNDATIONS

EXHIBITOR-APPOINTED CONTRACTOR (EAC) FORM - *Return by February 12, 2027*

The following persons or organizations have been contracted by the exhibiting company to perform services at the Amusement Expo International. It is understood that by completing this form, they agree to abide by all Event rules and regulations that have been set forth, it is also understood that all outside contractors 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 for, dismantled and ready for shipping by the deadline set forth by Event Management.
3. Secure from the official contractors all services required other than installation and dismantling.
4. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
5. Have a fully executed signed contract with an exhibitor to do the exhibit booth construction for set-up and teardown.
6. Have current certificate of insurance listing the following as additional insured(s) for General Liability over the entire length of the Event: W.T. Glasgow, Inc., Amusement Expo International, American Amusement Machine Association (AAMA), Amusement & Music Operators Association (AMOA), BCA and NBVA, the Las Vegas Convention Center and FREEMAN.
7. Inform exhibitors of overtime rates in late set-up areas. Event Management is not responsible for any charges incurred because of late set-up.

Important Note: Any outside contractor providing labor must provide Event Management with an original Certificate of Insurance prior to the start of the Event. A Sample Certificate of Insurance can be found under the EXHIBITOR APPOINTED CONTRACTOR section of the Online Exhibitor Guide. Faxed or Xeroxed copies will not be accepted.

Exhibiting Company Contact Information		
Company		Booth #
Contact Name		
Address		
City	State	Zip
Phone	Fax	Email

Services that will be provided (check one) ☐ Installation/Dismantling ☐ Supervision Only		
Exhibitor Appointed Contractor (EAC) Company		
EAC Contact Person		
Phone	Fax	Email

If supervision only is checked, please complete the information below -		
Contractor Organization		
Contact Name		
Phone	Fax	Email

Mail ORIGINAL Certificate of Insurance to-

Jim Winslow / W.T. Glasgow, Inc. / Event Management / 10070 W. 190th Place / Mokena, IL 60448

Questions?

Jim Winslow / jwinslow@wtglasgow.com / 708.226.1300