

# NATPE FORMS

In this section you will find all of the exhibitor forms that are due to NATPE. This outline summarizes the purpose of each form and indicates when it is due. The forms have been arranged in the order in which they should be submitted.

## **EAC Work Authorization Request Form**

**Due: Nov. 16<sup>th</sup>**

- This form must be completed by the exhibitor for each independent contractor you will be utilizing other than the Official Service Contractor and Vendors.
- Please fax this form to NATPE.

**INFORMATION CONTACT: Pamela Silverman, [psilverman@natpe.org](mailto:psilverman@natpe.org)**

## **General Information Form**

**Due: Dec. 21<sup>st</sup>**

- This form is required for the coordination of your booth installation.
- Please fax this form to NATPE.

**INFORMATION CONTACT: Pamela Silverman, [psilverman@natpe.org](mailto:psilverman@natpe.org)**

## **Certificate of Insurance**

**Due: Dec. 21<sup>st</sup>**

- Each exhibitor and exhibitor appointed contractor must secure liability for a minimum of \$1 million against loss through personal injury to self, employees and visitors.
- Please see Section 6 of the General Information & Regulations section for further details.
- A sample certificate has been included in this section.

**NOTE: If you purchased insurance through John Buttine, please disregard the certificate of insurance requirement.**

**INFORMATION CONTACT: Pamela Silverman, [psilverman@natpe.org](mailto:psilverman@natpe.org)**

## **Booth Design Grid**

**Due: Dec. 21<sup>st</sup>**

- NATPE requires a diagram of your booth (overhead and vertical) either on a floor plan or by using this form the Booth Design Grid.
- Include locations of electrical outlets, wattage and location of telephone sets.
- Copies of your floor plan or Booth Design Grid must also be submitted to the Mandalay Bay Convention Center, Mandalay Bay Convention Center Telecommunication Department, Mandalay Bay Electrical Services, and Freeman.

**INFORMATION CONTACT: Pamela Silverman, [psilverman@natpe.org](mailto:psilverman@natpe.org)**

## **Work Access Request Form**

**Due: Dec. 21<sup>st</sup>**

- This form is only required for people who will not have a red badge to attend the show, but do need to be present for move-in or move-out.
- Complimentary Exhibitor Registrations, Paying Exhibitor Registrations and Star Passes will all receive red badges and will have access during move-in and move-out.
- If you are assigned a Saturday move-in date you will need to use this form.

**INFORMATION CONTACT: Geri Brantley, [gbrantley@natpe.org](mailto:gbrantley@natpe.org)**