



EMAIL TEMPLATE: PORTAL IS LIVE + EXHIBITOR COMMS

PORTAL IS LIVE: Use this email to either send from the event email to the exhibitors announcing the launch of the portal or send this email copy with the correct updated information to the client to send out to the exhibitors. This can also be used when following up to exhibitors that have not been designation throughout the process.

SUBJECT LINE: NEW PROCESS: INTERPHEX Exhibitor Appointed Contractor (EAC) Designation Process

Dear INTERPHEX Exhibitor,

Have you decided who will be helping to build your INTERPHEX booth? If yes, it is time to designate your Exhibitor Appointed Contractor (EAC).

OR

INTERPHEX will be here before we know it, and I am reaching out as Interphex has a NEW EAC process for 2024

If your company will be using an Exhibitor Appointed Contractor (EAC) to install and/or dismantle any part of your 2024 Interphex exhibit booth, you are required to DESIGNATE that company before <Insert EAC Deadline>. Any EACs that have not gone through the DESIGNATION process before will not be allowed on the exhibit floor.

An EAC is a company or contractor hired by an exhibitor, who is not an employee of your company or of an official show contractor (i.e., Freeman Expositions (change if Freeman is not official service provider)). EACs are most often independent installation and dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the Exhibitor.

Step 1: Exhibitor Completes: EAC Designation - due ASAP

- [CLICK HERE](#) and select "Exhibitor Select Here & Click Continue to Complete EAC Designation"

Step 2: EAC Completes: EAC Registration - due <Insert Due Date from Site>

- Once Step 1 (the online EAC Designation Process) has been completed, your EAC will receive an email with further instructions for submitting the required EAC documents.

We look forward to seeing you in New York! If you have any questions, please reach out to the Interphex EAC Management team at Interphex@EACMgmt.com.

Thank you,

INTERPHEX
EAC Management Group