



## EXHIBITOR APPOINTED CONTRACTOR (EAC) GUIDELINES

### **Exhibitor Appointed Contractor**

A contractor hired by the exhibitor to provide assistance with your equipment, display or products during move-in and/or move-out and is not an employee of your company (with the exception of manufacturers' reps) or of an official contractor for the show.

### **Exhibitors and Exhibitor Appointed Contractors must comply with the following guidelines:**

1. An EAC shall have the right to provide services (except those services that are exclusive) and to utilize qualified employees on the exhibit floor at the request of an exhibitor. Exhibitors must submit a Notice of Intent to Use Exhibitor Appointed Contractor to AI by Friday, March 8, 2019.
  - a. The EAC must keep in effect an insurance policy covering the duration of May 3 through May 9 that is in agreement with the Insurance Requirements set forth by AI. An original Certificate of Insurance must be submitted to AI by Friday, March 8, 2019
  - b. Insurance must include worker's compensation/employer's liability in the amount of \$1,000,000; and comprehensive general liability in the amount of \$1,000,000; and must meet the requirements established by the District of Columbia, Washington DC and name Access Intelligence as the Certificate Holder with Freeman and the Walter E. Washington Convention Center listed under Additional Insured.
2. EAC must abide by existing labor regulations and/or contracts and rules and regulations established by the Walter E. Washington Convention Center and AI. All services provided by an EAC must be completed in a timely, professional manner within the established times for move-in/out.
3. The EAC must have all licenses, permits or bondings required by federal, state, county or municipal governments and Walter E. Washington Convention Center prior to commencing work. The EAC must be able to provide AI with evidence of compliance on request.
4. The exhibit floor, aisles, loading docks, service and storage areas will be under control of The Freeman Companies. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.
5. To gain admittance to the exhibit floor, the EAC must possess and be able to provide AI a true and valid Order for services from an exhibitor.
6. The EAC should perform all services in a professional manner and not engage in solicitation of current or future business on the exhibit floor at all times. Exhibitors are responsible for the conduct of the contractors they appoint.
7. All EAC personnel working in the exhibit hall will need to be registered as booth personnel under the exhibitor's allotment and will need to be badged.
8. The EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work, storage or dispatch areas.
9. The EAC will share with the official service contractor all reasonable costs related to its operation, including overtime pay to union stewards, restoration of exhibit space to its initial condition, etc. It is the responsibility of the EAC to properly remove all installed tape from the floor and any bulk trash from exhibit hall (such as skids or crates). The official service contractor will bill the EAC accordingly for any labor necessarily provided to complete such tasks.
10. The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e. utilities, order forms, dates, hours, shipping information, etc.)



## Exhibitor-Appointed Contractor Authorization Form Deadline: March 8, 2019

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

We intend to use the following Exhibitor Appointed Contractor to perform services in our booth:

**Required Information:** (This information must be submitted by the exhibitor.)

EAC Company Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

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

E-mail (if available): \_\_\_\_\_

**Type of Service to be Provided:**

- |  |   |
|--|---|
| <input type="checkbox"/> Install/Dismantle       | <input type="checkbox"/> Booth Design & Supervision |
| <input type="checkbox"/> Equipment Rental/Set-up | <input type="checkbox"/> Other _____                |

**Exhibitor's Authorization of Exhibitor Appointed Contractor Agreement:**

I/we certify that I/we have authorized the EAC named above for services on our exhibit at SATELLITE. I/we further certify that I/we agree to and accept the Guidelines for EAC and that the EAC named above will adhere to all show, facility, and union rules and regulations and Guidelines for EAC. I/we will instruct the EAC to provide SATELLITE with a Certificate of Insurance verifying the required coverage no later than March 8, 2019. I/we understand that we are responsible for the actions of this EAC while completing services for our exhibit booth.

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Please return to:  
Jessica Davis CEM, CMP  
Senior Operations Director  
E-mail: [jcdavis@accessintel.com](mailto:jcdavis@accessintel.com)