

You must complete and submit your Exhibitor Appointed Contractor (EAC)/Installation & Dismantling Contractor (I&D) form to ASD online. [Click here](#) to upload the link and fill out the form completely by July 2, 2015.

COMPLETE THIS FORM ONLY IF YOU ARE USING THE SERVICES OF AN OUTSIDE CONTRACTOR TO INSTALL OR DISMANTLE YOUR DISPLAY

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than GES to set-up or teardown their exhibit must complete and return this form by July 2. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Exhibitors must also turn in original certificates of insurance to ASD and GES prior to the show. The Las Vegas Convention Center and GES must be named as additionally insured by all contractors working in the hall. For additional insurance requirements please see the Required Insurance page within this manual and GES Official Contractors and Exhibitor Appointed Contractors Form within the GES decorator forms.

The EAC/contractor must be licensed, insured and authorized to work in the Las Vegas Convention Center. Contractors must adhere to all rules and regulations of ASD, the Las Vegas Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced and fees may apply.

All contracted personnel must check in at Exhibitor Registration prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D