

# EAC Process Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Licensing Expo  
Mandalay Bay Convention Center  
May 22 - 24, 2018



## Exhibitors, EACs and 3rd Parties:

The following is important information about the EAC Process. Please read carefully. There are four (4) steps to follow. All steps are required

### Step 1 of 4 - Exhibitor

The exhibitor must fill out the UBM "Intent to Use" form and return by the date indicated. **Please note the additional requirements.** The EAC cannot submit on your behalf. To avoid delay in processing your request, please follow this procedure.

### Step 2 of 4 - Exhibitor/EAC

Once your "Intent to Use" is approved by GES, please inform your EAC and 3rd party (if you have one) to access the EAC forms on Expresso: <http://e.ges.com/011600522/eacs/esm>

The sample COI form has a button at the bottom. This allows your EAC/3rd party to access the CertFocus site and sign up. CertFocus is responsible for the collection & compliancy of all COI's. Please note dates for all submittals.

### Step 3 of 4 - EAC

Please fill out the "Rules and Regulations Agreement between GES and EAC". Click the button at the bottom of the form that says you agree. The form will be submitted electronically.

The "EAC Wristband Request form" must also be completed and submitted to Frank Misceo at [frank.misceo@ubm.com](mailto:frank.misceo@ubm.com), no later than April 26, 2018.

### Step 4 of 4 - EAC

If you have multiple booths to install, please provide a list to CertFocus on company letterhead listing those booth numbers and exhibitor name. By doing this you will only be required to submit one (1) COI and one (1) signed Rules and Regulations for all booths contracted to your company.

Thank you for your support in keeping our work environment safe.