



What is an EAC?

An Exhibitor Appointed Contractor (EAC) is any company other than any of the designated official contractor(s) which an exhibitor wants to employ inside the exhibit hall before, during (with proper identification), or after the show (Union Rules and Regulations apply).

Who is the designated official contractor for ISSA/INTERCLEAN 2017?

Global Experience Specialists, or GES, is the official general services contractor for ISSA/INTERCLEAN N.A.

What is a COI?

A Certificate of Insurance, which is required of each hired EAC to submit to ISSA.

Who needs a COI?

If you are hiring an EAC, that contractor will need to submit a COI.

If you are hiring multiple contractors, each one will need to submit a COI.

If you are exhibiting at the show and building your own booth, you will **not** need to submit a COI.

Now that I have contracted my services, what are my next steps?

1. Download and review the [ISSA EAC and Wristband Policy](#)
2. Log in to your [Exhibitor Registration Portal](#) to upload a completed [EAC Form](#) by **August 1, 2017**.
**Please note that if you have not yet logged in to your exhibitor registration portal, you will need to first verify your exhibitor registration contact information before uploading your forms*
3. Review the [Las Vegas Convention & Visitor's Authority ESCA Policies](#) for all EACs working on-site at the convention center and follow their requirements
4. Log in to your [Exhibitor Registration Portal](#) to submit a valid [Certificate of Insurance](#) for your company and all your hired EACs by **August 1, 2017**.
**Please have your preparer match the requirements in this sample copy provided within the portal.*

What if I am not hiring an EAC?

1. Please log in to your [Exhibitor Registration Portal](#). You will need to verify your exhibitor registration contact information. The last question that will be asked of you is if you are hiring an EAC. Please select NO.

You are not required to submit a COI form; however if you would like to submit the form to us for good measure, please log in to your [Exhibitor Registration Portal](#) to submit the [Certificate of Insurance](#) for your company by **August 1, 2017**.

**Please have your preparer match the requirements in this sample copy provided within the portal.*

Questions? Contact ISSA Cithlaly Dudic (Cithlaly@issa.com)