

EAC PROCESS INFORMATION

ATTENTION: EXHIBITORS, EACS AND THIRD PARTIES

EAC Registration Deadline: March 24th, 2023

The following includes information that pertains to the use of an Exhibitor Appointed Contractor (EAC) (Non-Official Service Contractor). An EAC is a company, other than the official general contractor, that provides exhibits services (e.g., I&D, supervision, AV, carpet/flooring, photo/video, etc.).

For coordination and security purposes, exhibitors who choose to use an EAC must comply with all show rules and regulations and complete the EAC Registration process by March 24th, 2023.

The following is important information about the EAC Registration process. Please read carefully.

There are two (2) steps to follow. *All steps are required.*

Step 1: Exhibitor – Notice to Show Management of Intent to Hire an EAC

Step 2: EAC – Certificate of Insurance (COI) to Show Management

Step 1: Exhibitor – Notice to Show Management of Intent to Hire an EAC

Exhibitors must notify Informa Tech (Show Management) via the Exhibitor Appointed Contractor Association (EACA) of the intent to utilize an independent and/or third-party EAC. Please register your EACs here: www.eacashows.com beginning February 13th, 2023.

Online registration is preferred, however, hard copies of EAC registration forms will be accepted. Please submit hard copy forms to Meredith Thomason, EAC Registration Coordinator (EACA), via email to meredith@eaca.com or via fax to (541) 317-8749. The hard copy EAC registration form can be found in the Exhibitor Appointed Contractor section.

EACs may not register themselves. This step must be completed by the exhibitor. Questions specifically pertaining to EAC Registration should be directed to Meredith Thomason – meredith@eaca.com.

Once you have registered your EAC(s) via eacashows.com or hard copy, please refer your EAC to Step 2 below.

Step 2: EAC – Certificate of Insurance (COI) to Show Management (Informa Tech)

All EACs, including EACs hired to provide non-labor services (e.g., supervision, floral, photography) must submit a COI to Show Management via the Exhibitor Appointed Contractor Association (EACA). The EACA, on behalf of Show Management, is responsible for the collection & compliancy of all EAC COIs. There is a “Sample Certificate of Insurance” linked below.

Please submit your COI via email to meredith@eaca.com by March 24th, 2023. See a sample COI in the Exhibitor Appointed Contractor section.