



EXHIBITOR APPOINTED CONTRACTOR (EAC) RULES & REGULATIONS

<<<Email EAC Notification to Beverly Elliott, CEM – belliott@iaee.com>>>

General

Exhibitors using outside services other than the official show contractors listed in this KIT, including any installation and dismantling company, sound and lighting firm, production or promotion company, photographer, florist or any person or company providing direct services, must complete the Exhibitor Appointed Contractor (EAC) Notification process by Friday, 8 November 2024. Exhibitor takes full responsibility for its designated contractor(s) and will indemnify and hold harmless IAEE, GES, and Los Angeles Convention Center, Los Angeles, CA.

Exhibit Hall Access

EACs must check in with Security upon arrival at the convention center to be assigned a wristband for authorization. Security guards will be at all hall entrances to verify workers have wristbands.

Unions

These services shall not conflict, violate or jeopardize in any way the existing labor regulations, agreements, contracts, or relations; or cause any interference with or inconvenience to the Exhibition, IAEE or any exhibitor. Such contractors shall adhere to the regulations established by Los Angeles Convention Center, Los Angeles, CA. and IAEE regarding entrance to and exit from the exhibit hall.

Liability Insurance

The contractor shall possess a commercial general insurance policy for at least \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate; plus at least \$1,000,000 automobile liability insurance for any owned, non-owned or hired autos. IAEE, GES, and Los Angeles Convention Center, Los Angeles, CA., must be named as "additional insured" on all policies. **Two separate certificates must be provided: one for IAEE as certificate holder, and one for GES as certificate holder.** Copies of such endorsements must be sent to IAEE in order for a contractor to operate in the exhibit hall. **Due date for proof of insurance: Friday, 8 November 2024.**

Order For Service

- The contractor shall have a true and valid order for service from an exhibitor in advance of the exhibition's move-in date. Written notice (email) from the exhibitor to IAEE shall be considered sufficient evidence of the relationship between the contractor and the contractor's clients. Exhibitor must verify authorization for I&D upon IAEE's request.
- The contractor will provide notice to IAEE of the exhibitors who have retained it, and the services to be performed for each, as well as evidence of conformation with the provisions of paragraphs 2 through 4 above.
- The contractor shall not solicit business on the exhibit floor at any time.

Rules & Regulations

- The contractor is responsible for adherence to all Exhibition Display Rules and Regulations established by IAEE, in a timely professional manner, and shall complete the assigned services within the prescribed time limit.
- The contractor will share with the official contractor, GES, all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.

EXHIBITOR APPOINTED CONTRACTOR (EAC) NOTIFICATION FORM

An exhibitor appointed contractor (EAC) is a company other than the general or official service provider on the show that requires access to a booth during installation and dismantling. The EAC may only provide services that are not designated by the facility or IAEE as an exclusive service provider. If you are hiring an EAC please submit this form.

No EAC will be allowed to work in an Exhibitor’s booth if this Notice of Intent to Use EAC, a valid Certificate of Insurance and the Agreement and Rules and Regulations between IAEE & GES and the EAC is not completed by an authorized representative and received by IAEE by 8 November 2024. This Notice of Intent to Use EAC must be completed for every third party.

Please provide your EACs with the following information:

EAC’s will need to check-in with security in order to obtain an official wristband. Security guards will be at the entrances to the halls to check EACs wristbands and identification. Make sure your EAC gets on the list before the show.

NOTE: IAEE must receive the EACs Certificate of Liability Insurance by: 8 November 2024

Exhibitor Appointed Contractor (EAC) Information

EAC Company Name:	Booth#:
Address:	
Onsite Contact Name:	
Contact Email:	Cell #:
Services to be performed:	

Exhibitor Information

Company Name:	Booth#:
Onsite Contact Name:	Cell #:

We propose to use the EAC(s) named above in connection with our exhibit at IAEE’s Expo! Expo! 2024. We understand and agree that the EAC (s) will abide by all Expo! Expo! rules and regulations including those outlined in the Exhibit Rules Governing Expo! Expo.

Exhibitor Signature:

Return this Notification and Certificate of Liability Insurance by **Friday, 8 November 2024** to: Beverly Elliott, CEM; belliott@iaee.com