



Exhibitor Appointed Contractors (EAC)

The following information includes mandatory Rules & Regulations that pertain to the use of a Non-Official Service Contractor.

- Abide by all rules and regulations of the show. Found in the Show Management/Rules & Regulations section of the online manual
- Hire Union personnel per the instructions under the Exhibit Set-up/Material Handling section of the manual.
- Not solicit business on the show floor.
- Wear their identification badge at all times.
- Insurance coverage must extend over the move-in, show and move-out dates; January 30 – February 3 2017.
- All Non-Official Service contractors must secure and maintain the following insurance during set-up, show hours, and tear-down:

- 1) Workers' Compensation Insurance in full compliance with all laws covering the contractor's employees, in accordance with the applicable laws in the state for which this event is being held or for where the work is being performed or of the state in which vendor is obligated to pay compensation to employees engaged in the performance of the work.
- 2) Employer's Liability Insurance, covering injury or death of any employee, which may be outside the scope of Worker's Compensation Insurance.
- 3) Comprehensive General Liability and Property Damage Liability Insurance including Bodily Injury and Property Damage limits not less than one million dollars (\$1,000,000) per occurrence.
- 4) Theft and Fire Insurance, limits not less than five hundred thousand dollars (\$500,000).
- 5) Umbrella Liability Insurance not less than two million dollars (\$2,000,000) per occurrence.

Please visit the "Exhibitor Appointed Contractors (EACs) and Third Parties" menu on the GES Expresso portal to fill-out and submit the necessary documents.

***MONEY SAVING TIP** – Please note that when ordering EAC's for booth labor, you will pay for labor beginning when they arrive on show site, regardless of whether your freight has been delivered or when they begin actually working. Event Management cannot settle any labor disputes between exhibitors and their contracted EAC's.