



## EXHIBITOR APPOINTED CONTRACTOR (EAC's) & THIRD PARTIES

# EXHIBITOR APPOINTED CONTRACTOR INFORMATION

**The following information includes mandatory Rules & Regulations that pertain to the use of an Exhibitor Appointed Contractor (Non-Official Service Contractor). An EAC is considered a company supervising, inspecting, building, and/or installing & dismantling booth properties/displays. This includes audio visual & security companies.**

**There are 3 steps to be completed in requesting approval for an exhibitor appointed contractor.**

### **Step 1 of 3 - Exhibitor**

Exhibitors must notify GDC Show Management via the Exhibitor Appointed Contractors Assn. (EACA) of the intention to utilize an independent contractor by registering their EAC, as well as by completing this [form](#). Please register your EAC(s) here: <https://eacashows.com/>

Deadline: **February 10, 2023**

EAC's may not register themselves. This must be done by the Exhibitor.

Questions specifically pertaining to EAC Registration should be directed to: **Shauna Harris-[Shauna@eaca.com](mailto:Shauna@eaca.com)**

### **Step 2 of 3 - Exhibitor/EAC**

Once you have registered your EAC and 3rd party via [eacashows.com](https://eacashows.com/), please refer your EAC to this section of the online Service Manual to complete the EAC process.

[Exhibitor Appointed contractor Information](#)  
[Certificate of Insurance for EACs](#)

EACA is responsible for collection of COIs which must be in compliance with show rules & regulations. Deadline is February 10, 2023. **Please Return your certificate to: Shauna Harris-[Shauna@eaca.com](mailto:Shauna@eaca.com)**

### **Step 3 of 3 - EAC**

If your EAC is using a 3<sup>rd</sup> party, please have the EAC complete this [Sub-contractor Notice of Intent](#) form.

**Notification of EAC approval or denial will be sent by email.** If requested by show management, supply supplemental information for review.



Exhibitors must inform Exhibitor Service Contractors that they must:

- ◆ Abide by all show rules and regulations including the Code of Conduct, and maintain safe work practices.
- ◆ 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.
- ◆ Submit COI to EACA
- ◆ Complete Acknowledgement of GDC Rules & Regulations.

All Non-Official Service and Private Security contractors must secure, maintain and submit proof of the following insurance during set-up, show hours, and tear-down. It should be prepared by an insurance agent and include the following data, as per the sample included in this section.

- 1. PRODUCER:** Insurance Agent/Broker who issues the certificate
- 2. NAME OF INSURED:** Must be the legal name of the contracting party
- 3. TYPES OF INSURANCE:** Must include types required by contract
- 4. FORM OF COVERAGE:** Must be “occurrence” form of coverage
- 5. NAME ADDITIONAL INSUREDS:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Informa Tech, a part of Informa plc, a Delaware limited liability company (Show Management), Game Developers Conference 2023 (Show), and Moscone Center, ALL HALLS (Facility) as additional insureds on a primary and non-contributory basis.

**6. CERTIFICATE HOLDER:** Must be listed as:

Informa Tech, part of Informa plc  
85 2<sup>nd</sup> Street, Suite 500  
San Francisco, CA 94107

**7. POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In. (Saturday, March 18, 2023)

**8. POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out. (Friday, March 24, 2023)

**9. LIMITS OF INSURANCE:** Must be the same or greater than required by contract.

- ◆ 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. (\$1,000,000 Each Accident, \$1,000,000 Disease- EA Employee, \$1,000,000 Disease – Policy Limit)
- ◆ Employer's Liability Insurance, covering injury or death of any employee, which may be outside the scope of Worker's Compensation Insurance.



- ◆ 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 and \$2,000,000 general aggregate and \$2,000,000 products and completed operations aggregate.
- ◆ Automobile Liability on Any Auto, Hired Autos and Non-Owned Autos with limits no less than \$1,000,000.
- ◆ Fire Damage Insurance, limits not less than fifty thousand dollars (\$50,000).
- ◆ Medical Expenses for any one person with no less than five thousand dollars (\$5,000)
- ◆ Umbrella Liability Insurance not less than one million dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) each aggregate.

**10. AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

**There is a “Sample” Certificate of Insurance located in the Exhibitor Appointed Contractors (EAC) and Third Parties section of the online Service Manual.**

EAC’s must submit their Certificate of Insurance by **February 10, 2023** to the Exhibitor Appointed Contractors Assn. (EACA). Submit COI by emailing it to: **Shauna Harris- [Shauna@eaca.com](mailto:Shauna@eaca.com)**

**EAC’s may not submit the COI until the Exhibitor has registered the EAC company as noted above. Questions specifically pertaining to EAC COI should be directed to: Shauna Harris- [Shauna@eaca.com](mailto:Shauna@eaca.com)**

**\*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. If you order labor from GES, labor charges begin when the freight has been delivered to your booth and work actually begins. Event Management cannot settle any labor disputes between exhibitors and their contracted EAC’s.

#### **1. CERTIFICATE OF INSURANCE**

All Exhibitor Service Contractors and their sub-contractors must secure, maintain and submit proof of insurance to perform work. The COI should be prepared by a licensed insurance agent.

#### **2. SUB-CONTRACTOR NOTICE OF INTENT**

EAC should complete and submit one form per sub-contractor.

#### **3. AGREEMENT AND RULES & REGULATIONS BETWEEN EACA & EAC**

Exhibitor Appointed Contractors must complete Agreement and Rules & Regulations Between EACA and EAC.

#### **4. SUPPLEMENTAL INFORMATION**

Show Management may request supplemental information, such as references, work history, or company safety program before approving an exhibitor appointed contractor.

# GDC