

## EXHIBITOR-APPOINTED CONTRACTORS (EACs)



An Exhibitor Appointed Contractor (EAC) is any individual or company hired to set up and dismantle or provide service to your booth but is not an employee of your company. EAC's include but are not limited to installation and dismantle contractors, booth designers and builders, non-official florists, furniture suppliers and laborers.

1. The EAC shall furnish Show Management with an original insurance certificate to evidence the insurance coverage required herein. Only an original certificate of insurance bearing an original signature will be accepted.
2. Questex Media Group LLC shall be named as additional insureds on the EAC's "Comprehensive General Liability Insurance" policy.
3. Coverage must be provided for all show days as well as move-in and move-out days, April 25 – 27, 2017, which is the "Required Period of Coverage".
4. Workers' Compensation and Employers' Liability Insurance or equivalent insurance with a policy limit of not less than \$1,000,000. per occurrence, \$2,000,000 aggregate.
5. Comprehensive General Liability Insurance, including Contractual Liability Insurance (1) minimum limits of not less than \$1,000,000 each occurrence of bodily injury and death, and \$1,000,000 each occurrence for property damage, \$2,000,000 aggregate.

EAC's insurance certificate must also include a statement by the insurance carrier that the insurance carrier shall not cancel the coverage evidenced by the certificate without giving Show Management **thirty (30) days** prior written notice. In the event that the insurance coverage required herein expires at any time during the Required Period of Coverage, the exhibitor and/or the EAC agree to furnish Show Management a new certificate of insurance prior to the expiration date of the policy or policies set forth in the certificate of insurance; any such new certificate shall meet all the requirements set forth herein the remainder of the Required Period of Coverage.

All certificates of insurance received are subject to approval by Show Management prior to the performance of any setup/dismantling service by any EAC. In the event that an EAC fails to keep in effect at all times the insurance coverage required herein, that Exhibitor Appointed Contractor shall be immediately barred from performing any other setup and/or dismantling services at the **Response Expo 2017**.

Exhibitors using the services of an EAC agree to waive any and all claims against Show Management that may arise due to the Exhibitor Appointed Contractor's inability or failure to continue or complete any setup and/or dismantling services by virtue of the lapse or cancellation of the EAC's required insurance.

**Send all EAC certificates of insurance by March 24, 2017 to:**

**Response Expo 2017**

Kathryn Flinn, Operations Manager

2600 Michelson Drive, Suite 1700

Irvine, CA 92612

Phone: (714) 338-6734

Fax: (714) 784-7557

[kflinn@questex.com](mailto:kflinn@questex.com)

## NOTICE OF INTENT TO USE EXHIBITOR-APPOINTED CONTRACTOR (EAC)

**RESPONSE**  
**EXPO**  
2017

An Exhibitor Appointed Contractor (EAC) is any individual or company other than the General Contractor (Global Experience Specialists) hired to setup, dismantle or provide service to your booth but is not an employee of your company. EAC's include but are not limited to installation and dismantle contractors, booth designers and builders, non-official florists, furniture suppliers and laborers.

Exhibitors must submit a completed EAC form and required certificate(s) of insurance for each EAC to Show Management no later than **March 24, 2017**. (Please refer to the Insurance Requirements located under the Rules & Regulations tab.) Failure to comply will prohibit access to the show floor and exhibit construction.

Exhibitors are required to adhere to the union contracts in effect between the General Contractor and the Hilton San Diego Bayfront.

Only Contractors designated by Show Management may be used for drayage, rigging, electrical, telephone, plumbing and booth cleaning. No exceptions will be made.

*This form will only be accepted if completed by an authorized representative of the company.*

Exhibiting Company \_\_\_\_\_ Booth # \_\_\_\_\_

Authorized by \_\_\_\_\_  
(Print name & title)

Signature \_\_\_\_\_

Exhibitor Appointed Contractor (EAC) \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Description of Services for Exhibitor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Return completed form by March 24, 2017 to:**

**Response Expo 2017**

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