

What is an EAC?

An Exhibitor Appointed Contractor (EAC) is any company other than any of the designated official contractor(s) which an exhibitor wants to employ inside the exhibit hall before, during (with proper identification), or after the show (Union Rules and Regulations apply).

Who is the designated official contractor for ISSA 2018?

Global Experience Specialists, or GES, is the official general services contractor for ISSA N.A.

What is a COI?

A Certificate of Insurance, which is required to exhibit at ISSA 2018.

Who needs a COI?

If you are exhibiting at the show and building your own booth, you will need a COI for your company. If you are hiring an EAC, that contractor will also need a COI. If you are hiring multiple contractors, each one will need a COI.

Now that I have contracted my services, what are my next steps?

1. Download and review the [ISSA EAC and Wristband Policy](#)
2. Review the [Convention Center's Policies](#) for all EACs working on-site at the convention center and follow their requirements
3. Have your Exhibitor Appointed Contractor (EAC) submit a valid Certificate of Insurance through Certfocus your hired EACs by September 28, 2018. *(Please note there is a \$21 fee applied to **each** COI submitted)

What if I am not hiring an EAC?

1. You will still need to log in to your [Exhibitor Dashboard](#) to submit a valid [Certificate of Insurance](#) for your company by **September 28, 2018**.
**Please have your preparer match the requirements the sample copy provided.*

Questions? Contact ISSA Emilija Piric (emilija@issa.com)