

## EXHIBITOR APPOINTED CONTRACTOR (EAC) RULES & REGULATIONS

Please direct any deliverables or questions to IAEE / Beverly Elliott: [belliott@iaee.com](mailto:belliott@iaee.com) / (972) 687-9206

<<< **Deadline to submit EAC Notification: Friday, 10 November 2023** >>>

### 1. General

1. 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, 10 November 2023**. Exhibitor takes full responsibility for its designated contractor(s) and will indemnify and hold harmless IAEE, GES, and Kay Bailey Hutchison Convention Center Dallas, Dallas TX.

### 2. 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.

### 3. 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 Kay Bailey Hutchison Convention Center Dallas, Dallas, TX. and IAEE regarding entrance to and exit from the exhibit hall.

### 4. Liability Insurance

1. 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 Kay Bailey Hutchison Convention Center Dallas, Dallas, TX., 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, 10 November 2023.**

### 5. Order For Service

- a) 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.
- b) 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.
- c) The contractor shall not solicit business on the exhibit floor at any time.

### 6. Rules & Regulations

- a) 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.
- b) 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.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_