

**GES Installation/Dismantle Labor**

AETA International Trade Show have appointed Global Experience Specialists (GES) as the official labor contractor. Exhibitors are urged to determine labor requirements before move-in so that GES may ensure enough qualified craftsmen necessary to install and dismantle the Exhibition are available. If you need labor assistance, please use the Installation & Dismantle Order Form provided the Labor Section of the Exhibitor Kit.

**Exhibiting Company Personnel**

Full-time employees of exhibiting companies may erect and dismantle their own displays. They must be prepared to provide a company ID/proof and obtain a AETA International Trade Show badge or work permit. Exhibitor personnel who have appropriate badges will be allowed to work in the exhibition areas during move-in, show days, and move-out of the AETA International Trade Show.

**Exhibitor Appointed Contractor (EAC)**

An EAC is any company or individual, other than GES the designated or company employee that provide a service or performing work in your booth and need access to your exhibit any time during installation, dismantling or show dates. Includes: display installation and tear down, advertising agencies, models, florists, photographers, film crew, computer firms, audio visual, movers, etc. You, the exhibiting company, are responsible for advising Show Management of the names, addresses, and contact persons for these EACs by submitting an EAC Application included below. In addition, we require that all EAC's provide a certificate of insurance with submission. For these requirements, **please contact Christie Messer** at [cmesser@dallasmarketcenter.com](mailto:cmesser@dallasmarketcenter.com) or at 214-655-7669.

If you plan to utilize workers other than company employees or GES to perform any work in your booth, they are considered Exhibitor Appointed Contractors or EAC's. All EAC's must register with the Dallas Market Center & GES for approval. You must submit this application, a copy of your current certificate of insurance, and pay the non-refundable registration fee of \$350.00. Please complete and return the EAC Application and the insurance certificate **by TUESDAY, December 16th, 2025** . Upon receipt, you will be sent an invoice to submit payment via Map Your Show. Please also refer to the required GES EAC forms located in the Exhibitor Kit for further Rules and Regulations.

Failure to meet the above steps will jeopardize the EAC's ability to obtain work authorization from Show Management. The exhibiting company is responsible for the actions of its appointed non-official contractor(s) or any violations or damages that may occur.

We propose to use the EAC named below in connection with our exhibit at the AETA International Trade Show. We understand and agree that our appointed EAC will abide by all policies rules and regulations including those outlined in the Exhibitor Appointed Contractor Instructions and the Show Rules and Regulations.

**COMPLETE FORM ON NEXT PAGE** 

**EXHIBITOR-APPOINTED CONTRACTOR INFORMATION:**

Please complete all information requested.

Contractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

**EXHIBITOR INFORMATION:**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Companies or persons other than the official contractor for the show, who intend to perform any services for an exhibitor at the Show and are approved by Show Management agree to comply with all Exhibitor Appointed Contractor Rules and Regulations.

Exhibitor Signature: \_\_\_\_\_