

## EXHIBITOR APPOINTED CONTRACTORS (EACs)

### ***Exhibitor Appointed Contractor Process***

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

PAX West recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC.

Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information etc.)

Exhibitors must designate their EAC(s) no later than **August 4, 2025**. Designations **MUST** be made using the online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor. [CLICK HERE](#) to complete the EAC Designation Process.

EACs will NOT be allowed on the show floor unless all the COI requirements are satisfied. Any Exhibitor who has designated an Exhibitor Appointed Contractor must ensure the EAC has a current Certificate of Insurance (COI) on file, evidencing the correct coverage, or the EAC will not be able to access to the show floor. The EAC must upload the COI via the online portal with the following coverages:

- Commercial General Liability, including contractual liability in the amount of \$1,000,000 per occurrence, and \$2,000,000 in coverage for products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: PAX West, Penny Arcade, Global Experience Specialists, Inc., Reed Exhibitions, a division of RELX Inc., Seattle Convention Center (SCC), The Washington State Convention Center Public Facilities District (WSCC PDF) and each of their licensor, officers, directors, agents, successors, assigns, and employees shall be names as additional insured.
- COI must include the complete show dates of August 26 – September 3, 2025.
- The certificate holder must be listed as: Reed Exhibitions, a division of RELX Inc., Attn: PAX West, 401 Merritt 7, 5<sup>th</sup> Floor, Norwalk, CT 06851.



**EAC Check-In Process & Location(s):** Note: All EACs must check-in at the EAC counter(s) as follows:

Exhibits in **Summit Building** (Level 0 and Flex Hall Locations): Located at Flex Lobby on Level 2  
(Best way to enter counter at the Corner of Pine Street and Boren Avenue)

Exhibits in **Arch Building** (Halls 4E & 4F): Seattle Convention Center Security Office – 840 Pike Street.  
(Best way to enter to counter is at Pike and 9th Avenue)

Identification Process: Individuals picking up show badges must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.)

**Show Badge Pick-Up Dates and Times**

Show badges for both Arch Exhibits and Summit Exhibits

**Move-in:**

Tuesday, August 26 <sup>th</sup>	8:00 AM – 5:00 PM
Wednesday, August 27 <sup>th</sup>	8:00 AM – 5:00 PM
Thursday, August 28 <sup>th</sup>	8:00 AM – 8:00 PM

**Move-out:**

Monday, September 1 <sup>st</sup>	6:00 PM – 11:00 PM	*Empty containers will be returned starting at 6:00 PM.
Tuesday, September 2 <sup>nd</sup>	8:00 AM – 5:00 PM	*Carriers MUST be checked in by 8:00 AM.
Wednesday, September 3 <sup>rd</sup>	8:00 AM – 2:00 PM	*Carriers MUST be checked in by 8:00 AM.
		*ALL Exhibitor materials MUST be removed by 2:00 PM.

**Move-in and Move-out Schedule:**

**Move-in:**

Tuesday, August 26 <sup>th</sup>	8:00 AM – 5:00 PM
Wednesday, August 27 <sup>th</sup>	8:00 AM – 5:00 PM
Thursday, August 28 <sup>th</sup>	8:00 AM – 8:00 PM

**EAC Show Hours Access:**

Friday, August 29 <sup>th</sup>	8:00 AM – 9:00 AM
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Note: Exhibitor appointed contractors are **not** allowed in the exhibit hall any other times during the show hours.

**Move-out:**

Monday, September 1 <sup>st</sup>	6:00 PM – 11:00 PM	*Empty containers will be returned starting at 6:00 PM.
Tuesday, September 2 <sup>nd</sup>	8:00 AM – 5:00 PM	*Carriers MUST be checked in by 8:00 AM.
Wednesday, September 3 <sup>rd</sup>	8:00 AM – 2:00 PM	*Carriers MUST be checked in by 8:00 AM.
		*ALL Exhibitor materials MUST be removed by 2:00 PM.