

**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.

AAOS 2025 recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice if 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 \$150 for each booth location they are providing services or products for. 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.).

**EAC Check-In (Pacific Standard Time Zone)**

EACs must check-in and pick up a wristband. (ESCA badge, company badge, business card, or apparel, etc.) EAC check-in location will be communicated closer to the event.

**Wristbands can be picked up during the below hours, during your targeted move in:**

- March 5 - 10.....8:00 AM – 5:00 PM

**Move-in and Move-out Schedule (Pacific Standard Time Zone)**

**Move-in:**

- Wednesday, March 5.....8:00 AM - 5:00 PM \*Targeted Move-in\*
- Thursday, March 6.....8:00 AM - 5:00 PM \*Targeted Move-in\*
- Friday, March 7.....8:00 AM - 5:00 PM \*Targeted Move-in\*
- Saturday, March 8.....8:00 AM - 5:00 PM \*Targeted Move-in\*
- Sunday, March 9.....8:00 AM - 5:00 PM \*Targeted Move-in\*
- Monday, March 10.....8:00 AM - 5:00 PM \*Targeted Move-in\*

**Show Days:**

EACs are NOT allowed on the show floor during show day.

**Move-out:**

- Thursday, March 13.....3:30 PM – 11:59 PM
- Friday, March 14.....7:30 AM - 5:00 PM
- Saturday, March 15.....7:30 AM – 2:00 PM

## EAC Registration Process

### Exhibitor Completes: EAC Designation

1. Exhibitors must designate their EAC(s) no later than **February 5, 2025**. Designations MUST be made using the NEW 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](#)** and select **Confirm EAC to complete the EAC Designation Process**

### EAC Completes: EAC Registration Process

2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents which are **due February 5, 2025**.

### EACs will NOT be allowed on the show floor unless all the requirements are satisfied:

- EACs will be charged \$150 for each booth location they are providing services or products for. Payment will be submitted via the online EAC portal. All payments are non-refundable.
- EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the EAC Rules & Regulations.
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined in the EAC Rules & Regulations.

### The EAC must upload the COI via the online portal with the following coverages:

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 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: American Academy of Orthopaedic Surgeons, Freeman Expositions, LLC, and San Diego Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives.
- COI must include the complete show dates of March 5 – March 15, 2025.
- The certificate holder must be listed as: American Academy of Orthopaedic Surgeons 9400 W Higgins Road, Rosemont, IL 60018.