

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.

National Hardware Show 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.)

EAC Check-In (Pacific Standard Time Zone)

- EACs must check-in at the EAC counter.
- Individuals picking up wristbands must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.)
- **Wristbands can be picked up on:**
 - Wristbands can be picked up starting Saturday, March 23rd at 1:00 PM.

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

- **Exhibitor Move-in:**
 - Saturday, March 23 1:00 PM – 5:00 PM (Targeted Exhibitors)
 - Sunday, March 24 8:00 AM – 5:00 PM (Targeted Exhibitors)
 - Monday, March 25 8:00 AM – 5:00 PM (Targeted Exhibitors)
- **Show Hours:** EACs are not allowed on the show floor during show hours.
- **Exhibitor Move-out:**
 - Thursday, March 28 1:00 PM – 10:00 PM
 - Friday, March 29 8:00 AM – 5:00 PM
 - Saturday, March 30 8:00 AM – 12:00 PM

Please note that EACs will not be permitted on the floor until 1:30 PM on Thursday, March 28, 2024. Freeman will begin returning empty containers as soon as the aisle carpet is removed, or plastic covering has been laid in the aisles of the exhibit hall.

EAC Registration Process

Exhibitor Completes: EAC Designation

1. Exhibitors must designate their EAC(s) no later than **March 1, 2024**. 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 March 1, 2024**.

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

- EAC must pay a fee of \$300 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal.
- 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.
- Any contractor working at the Las Vegas Convention Center must obtain an EAC permit. Contact the LVCC EAC Department at EACPermit@lcvva.com to confirm your company is approved to work in the LVCC. If your company is not approved to work in the LVCC this could delay your set-up once onsite.
- 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 per occurrence and \$2,000,000 general aggregate \$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: National Hardware Show, Reed Exhibitions a division of RELIX, Freeman Expositions, LLC, Las Vegas Convention & Visitors Authority, and each of its subsidiaries, affiliates, officers, employees, agents, and representatives.
- COI must include the complete facility access dates of March 23 – March 30, 2024.
- The certificate holder must be listed as: Reed Exhibitions a division of RELIX, Attn: National Hardware Show, 201 Merrit 7, Norwalk, CT, 06851.

EACs Must Be Registered in the State of Nevada

EACs must be registered with and approved to do work in the state of Nevada. If you are unsure if your company is registered, please call 702-892-2860. The permit can be found here [Nevada EAC Permit](#). EACs must abide by existing labor regulations and/or contracts and all Federal and Nevada laws and regulations as well as those established by the Las Vegas Convention Center and the Sports Licensing & Tailgate Expo.