

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 are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.

ISC West 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 \$300 per booth 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, show Rules & Regulations, etc.)

EAC Check-In and Move-in Schedule

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

Wristbands can be picked up during Move-In at the EAC check-in desks, please see below for the exact times these desks will be open:

- Saturday, March 29 8:00 AM - 5:00 PM* By Target
- Sunday, March 30 8:00 AM - 5:00 PM* By Target
- Monday, March 31 8:00 AM - 5:00 PM
- Tuesday, April 1 8:00 AM - 5:00 PM

Show Hours and Move-out Schedule

EACs are only allowed on the show floor during move-in and move-out hours.

Move-Out:

- Friday, April 4 3:00 PM - 11:00 PM Halls A, B, C, D
EACs will not be allowed access until 3:30pm
- Saturday, April 5 8:00 AM - 5:00 PM Halls A, B, C
- Sunday, April 6 8:00 AM - 12:00 PM Halls A, B

EAC Registration Process

Exhibitor Completes: EAC Designation

1. Exhibitors must designate their EAC(s) no later than **March 7, 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](#) 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 7, 2025**.

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

- EAC must pay a fee of \$300 for each booth 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.
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined below 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 for \$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 Insured to the General, Automobile, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: ISC West, Reed Exhibitions a division of RELX Inc., Freeman Expositions, LLC, The Venetian Expo & Convention Center, Sands Expo & Convention Center, Inc. Venetian Casino Resort, LLC, Grand Canal Shoppers Mall, LLC, and each of their licensor, officers, directors, agents, successors, assigns, and employees shall be names and additional insured.
- COI must include the complete facility access dates of March 29 – April 6, 2025.
- The certificate holder must be listed as: Reed Exhibitions a division of RELX Inc, Attn: ISC West, 401 Merritt 7, 5th Floor, Norwalk, CT 06851.