Exhibitor Appointed Contractor (EAC) Process

An **Exhibitor Appointed Contractor (EAC)** is any non-official show contractor hired by an exhibitor to provide services such as installation, dismantling, supervision, audiovisual, photography, furniture, flooring, or other necessary functions.

DIY CON allows exhibitors to use EACs, provided they comply with all show and venue Rules & Regulations and carry the required insurance. **Please read the details below and follow the steps to complete the EAC process.**

Easy EAC Registration

STEP 1: Exhibitor Designates an EAC

- Exhibitors must submit EAC designations via the online EAC portal by **October 6, 2026.**
- Exhibitors must ensure their EAC meets all requirements or risk denial of floor access.
- After designation, EACs will receive an email with instructions to submit the required documents by **October 16, 2026.**
- Click Here To Designate An EAC

STEP 2: EAC Completes Registration

IMPORTANT: EACs will not be allowed on the show floor unless they:

✓ Complete **all required documentation** through the portal.
✓ Agree to the **Rules & Regulations** in the Exhibitor Service Manual and EAC Rules & Regulations.
✓ Submit a **Certificate of Insurance (COI)**.
✓ Pay the **$300 EAC Administrative Fee** via the online EAC portal.

COIs must be uploaded via the online portal and include coverage for:

- **Commercial General Liability**: $1,000,000 per occurrence, $2,000,000 aggregate, $2,000,000 products and completed operations aggregate, $1,000,000 personal and advertising injury, $5,000 medical expense, and $300,000 damage to premises.
- **Automobile Liability**: $1,000,000 combined single limit per accident (only required if operating vehicles 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 Policies** must list:
    - *DIY CON, Reed Exhibitions, a division of RELX Inc., Freeman Expositions, LLC, Fair Park, The City of Dallas, and Other Designated Entities, as additional insureds.*
- **Coverage Dates** – Must include full move-in through move-out dates of November 3 – November 9, 2026.
- **Certificate Holder** – Must be listed as: Reed Exhibitions, Attn: DIY CON, 401 Merritt 7, 5th Floor, Norwalk, CT 06851

EAC Administrative Fee

To cover costs related to liability, administration, and compliance tracking, each EAC must pay a **$300 fee per booth/meeting room serviced**, regardless of the services provided. This fee is payable via the online EAC portal.

EAC Responsibilities

Exhibitors must provide their EAC with all relevant exhibit hall information, including show rules, utilities, order forms, schedules, and shipping details. By participating, EACs acknowledge and accept all requirements outlined above. **Failure to comply will result in denied access to the show floor.** Questions? Contact DIYCON@EACMgmt.com

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Know Before You Go...

Check-In, Wristband Pick-Up, Move-In: EAC personnel must present **valid identification** (ESCA badge, company badge, business card, or branded apparel) to receive a daily wristband at the check-in desk. Details on move-in hours, wristband pick-up times and location(s) will be shared with EACs and onsite contacts via email before the event.