



Stand Builder Information Form

Exhibiting Company: _____ Booth Number: _____

We intend to use the following Exhibitor Appointed Contractor to perform services in our booth:

Required Information: (This information must be submitted by the exhibitor.)

EAC Company Name: _____

Primary Contact Person: _____

Address: _____

City: _____ ST: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____

E-mail (if available): _____

Type of Service to be Provided:

- | | |
|--|---|
| <input type="checkbox"/> Install/Dismantle | <input type="checkbox"/> Booth Design & Supervision |
| <input type="checkbox"/> Equipment Rental/Set-up | <input type="checkbox"/> Other _____ |

Exhibitor's Authorization of Exhibitor Appointed Contractor Agreement:

I/we certify that I/we have authorized the EAC named above for services on our exhibit at AACC Middle East 2022. I/we further certify that I/we agree to and accept the Guidelines for EAC and that the EAC named above will adhere to all show, facility, and union rules and regulations and Guidelines for EAC. I/we will instruct the EAC to provide AACC with a Certificate of Insurance verifying the required coverage and additional insured parties. I/we understand that we are responsible for the actions of this EAC while completing services for our exhibit booth.

Exhibitor's Signature: _____ Date: _____

Name (Please Print): _____

Please return to:

Meghan Leahy, Manager Exposition Operations
meghan.leahy@spargoinc.com

Exhibitor Appointed Contractors (EAC) Guidelines

Exhibitor Appointed Contractor – A contractor hired by the exhibitor to provide assistance with your equipment, display, or products during move-in and/or move-out and is not an employee of your company (with the exception of manufacturers' reps) or of an official contractor for the show.

Exhibitors and Exhibitor Appointed Contractors must comply with the following guidelines:

1. An EAC shall have the right to provide services (except those services that are exclusive) and to utilize qualified employees on the exhibit floor at the request of an exhibitor.
2. EAC must abide by existing labor regulations and/or contracts, rules, and regulations established by the Grand Hyatt Duabi and AACC. All services provided by an EAC must be completed in a timely, professional manner within the established times for move-in/out.
3. The EAC must submit the Property Damage Waiver for the Grand Hyatt prior to commencing work. The EAC must be able to provide AACC show management with evidence of compliance on request.
4. To gain admittance to the exhibit floor, the EAC must possess and be able to provide AACC show management a true and valid Order for services from an exhibitor.
5. The EAC should perform all services in a professional manner and not engage in solicitation of current or future business on the exhibit floor at all times. Exhibitors are responsible for the conduct of the contractors they appoint.
6. The EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work, storage, or dispatch areas.
7. 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.)