



Exhibitor Appointed Contractor (EAC) Notification Submission Instructions:

An Exhibitor Appointed Contractor (EAC) is a company other than the official contractors listed in the exhibitor service manual providing a service (installation and dismantling labor, floral, photography, audio visual, computer rental and other related services) and requiring access to your booth during move-in and move-out.

All exhibiting companies/organizations that choose to use an EAC are required to submit this form, via the online [Exhibitor Portal](#), comply with all rules and regulations and supply necessary information by the **Friday, April 10** deadline.

EACs will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must return this completed form to AACE Exposition Management (SPARGO, Inc.) by the **Friday, April 10** deadline.
- Commercial general liability coverage, product liability coverage, and broad property damage endorsement with combined and single limits of liability of not less than \$1 million per occurrence.
- The certificate must also include coverage for workers' compensation and employers' liability within commercially reasonable limits as otherwise required by the laws of the state of District of Columbia.
- The certificate of liability insurance must name American Association of Clinical Endocrinologists, SPARGO, Inc., Walter E. Washington Convention Center and Freeman as additional insured.
- Certificates of liability insurance for EACs must indicate the name of the exhibiting company/organization and booth # that they are representing in the description area of the certificate of insurance. If said information is not included, the certificate of liability insurance will not be accepted by AACE.
- All EAC personnel must be properly identified with wristband, available at the EAC check in desk(s) and/or an official EMBRAACE badge on show site. The wristbands will be good on move-in and move-out days only. Additional information on this process will be emailed to the supervisor listed on this form the week of April 27.

All EACs are permitted on the exhibit floor ONLY during official move-in and move-out hours providing the information above is supplied. Exhibitor personnel, including EACs hired to work in their exhibit space, may not solicit from outside of their exhibit space or elsewhere in the meeting venue, including at educational and scientific meeting rooms and poster sessions, and may not canvass in any part of the exhibits or meeting venue. Failure to comply with any or all the above will result in refusal of the EAC access to the exhibit hall and the ability to service your exhibit.

Questions? Please contact Sharon Boutin, Exhibit Operations Manager



(571) 279-0028



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