



EAC/NON-OFFICIAL CONTACTOR SUBMISSION

EAC/Non-Official Contractor submission is handled directly through the online [Exhibitor HUB](#). A password to access this area is required. An EAC (Exhibitor Appointed Contractor)/Non-Official Contractor 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.

Exhibitors planning to use ANY contractors other than the Official Contractors for any services within the exhibit areas must complete and submit an Exhibitor Appointed Contractor Form for each Exhibitor Appointed Contractor firm/organization. The exhibiting firm appointing the Exhibitor-Appointed Contractor is totally responsible for the behavior and adherence to all ACOG Exhibit Rules and Regulations by all employees/representatives of the Exhibitor Appointed Contractor. EAC employees/representatives who violate any of the ACOG Exhibit Rules and Regulations or exhibit any unacceptable behavior as determined by ACOG or any authorized representative of ACOG, are subject to immediate revocation of ACOG badges and/or admittance wristbands and immediate eviction from the facility and exhibit areas.

If an exhibitor is utilizing an Exhibitor Appointed Contractor, it is the exhibitor's responsibility to submit the Exhibitor Appointed Contractor Form and valid Certificate of Liability Insurance through the online ACOG Exhibitor Resource Center by **Monday, April 15, 2024** that includes:

- Commercial general liability coverage, product liability coverage and broad property damage endorsement with combined and single limits of liability of not less than \$1,000,000.00 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 California.
- The Certificate of Liability Insurance must name ACOG, Moscone Center, SPARGO, Inc. and Freeman as additional insured.
- Certificates of Liability Insurance for Exhibitor Appointed Contractor(s) 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 ACOG.

All EAC/Non-Official Contractors 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 booth, may not solicit from outside of their booth 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 of the above will result in refusal of the EAC/Non-Official Contractor access to the exhibit hall and the ability to service your exhibit.

[Sample Certificate of Liability Insurance](#)

If you have any questions, please contact Shirley Harris at 703-631-6200 or shirley.harris@spargoinc.com.