

EXHIBITOR APPOINTED CONTRACTOR (EAC) AND CERTIFICATE OF INSURANCE (COI) GUIDELINES

EXHIBITOR APPOINTED CONTRACTORS (EACs)

An Exhibitor Appointed Contractor (EAC) is an Install and Dismantle Company (I&D) used by exhibitors to order show services on their behalf, set up and dismantle booth properties and submit Material Handling Agreements at the close of the show. The EAC form contains information on what qualifies as an approved EAC and requirements for the Certificate of Insurance (COI). The EAC Form must include the exhibitor's signature and is due 30 days prior to move in. The exhibitor is responsible for initiating this document with the EAC and submitting the form. The EAC form is not to be sent to the contractor.

In some cases, Show Management will include an EAC form of their own in the service kit. The two forms are not interchangeable. We can only accept the Hargrove EAC form.

CERTIFICATE OF INSURANCE (COI)

All Exhibitor Appointed Contractors (EACs) are required to submit a Certificate of Insurance (COI). Access to the show floor can be denied without a valid certificate on file with Hargrove. The COI is submitted along with the EAC form 30 days prior to move in and must include but not limited to the following:

- The company name of the EAC listed as the insured. If the EAC is subcontracting the work to another EAC, the EAC form and COI must match the working contractor's name.
- General Liability coverage of \$1 Million dollars
- Evidence of Auto and Workers Compensation Liability Insurance
- Additional Insured must include: Hargrove, the show Venue, show management, and the event.
- The Certificate Holder is Hargrove, LLC, 1 Hargrove Dr., Lanham, MD 20706
- Included with the COI, a letter of intent from the EAC indicating that they will be working for the exhibitor. The letter is not a blanket for additional exhibitor, all exhibitors must be listed individually on the letter.
- If the letter is not submitted, the exhibitor can also be listed on the COI. The exhibitor can be listed on the COI either as additional insured, under the description of operations/locations/vehicles section, or under the additional remarks section.

The EAC Form on the next page must be submitted along with the COI no less than 30 days prior to Exhibitor Move-In.

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Booth: _____

Submission Deadline: **Friday, December 23, 2022**

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment **MUST** abide by the following:

- A.** Exhibitor must notify Show Management and Hargrove in writing no later than **Friday, December 23**.
- B.** Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by **Friday, December 23**.
- C.** Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
- D.** The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E.** The EAC shall share with Hargrove all reasonable costs incurred as a result of/relating to the EAC's operation, including, but not limited to, overtime pay for stewards, restoration of exhibit space to its initial condition, freight receipt and delivery, equipment rentals, cleaning, booth property abandonment disposal and all labor costs.
- F.** The EAC must provide Hargrove and Show Management with the names of all personnel who will be working on the show floor. All EAC personnel are required to wear an ESCA badge and company identification at all times. Anyone without proper ID will be asked to leave the show floor.
- G.** The EAC may not, under any circumstances solicit business on the show floor.
- H.** The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- I.** The Official Contractor has total control of all areas of the exhibit hall (including, but not limited to, aisles, loading docks, storage areas). The EAC must coordinate all of its activities with Hargrove.
- J.** The Official Contractor has total control over such services including, but not limited to, electrical, plumbing, cleaning, telecommunications, drayage. Exhibitors shall provide only the material they own and is to be used in their exhibit space.

Name of EAC/Service Firm: _____

EAC Contact Name: _____

EAC Address: _____

EAC Phone: _____ EAC Email: _____

- The EAC/Service Firm must submit a separate EAC form to Hargrove for all exhibiting companies they will be installing/dismantling. In addition, they must submit a list of names of all employees working for them on the show.
- All EACs/Service Firms must provide insurance certificates to Hargrove and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on each Certificate of Insurance.
- EACs/Service Firms will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove.

Company: _____ Booth #: _____

Email: _____ Phone #: _____

Contact Name: _____

Signature: _____