

NOVEMBER 1-4, 2021  
**WASTECON**<sup>®</sup>  
ORLANDO, FLORIDA

**EAC/Non-Official Contractor Notification Submission Instructions:**

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. Please refer to the Contact Information page [here](#) for a complete list of Official Contractors.

All exhibiting companies/organizations that choose to use an EAC/Non-Official Contractor are required to submit this form. EACs must comply with all rules and regulations and supply necessary information by the **October 1st** deadline.

**RULES & REGULATIONS REGARDING EXHIBITOR APPOINTED CONTRACTORS (EAC)**

EACs/Non-Official Contractors will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must return this completed form to WASTECON Exhibit Management (SPARGO, Inc.) by the **October 8th** deadline.
- EAC/Non-Official Contractors must provide a Certificate of Liability Insurance naming SWANA, SPARGO, Inc., Freeman, and the Phoenix Convention Center as additional insured. The Certificate of Liability Insurance must include Comprehensive General Liability coverage with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in accordance with local law. Certificates of Liability Insurance must indicate the name of the exhibiting company and booth number that they are representing in the description area of the certificate. Certificates will be discarded if this information is not supplied.
- All EAC/Non-Official Contractors must also be authorized to work in the Phoenix Convention Center as an "event contractor."
- All EAC/Non-Official Contractor personnel must be properly identified and are required to wear show-designated wristbands during move-in/move-out or an official SWANA WASTECON badge on show site.
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the EAC is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
- EAC/Non-Official Contractors 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 canvas in any part of the Exhibit Hall or Meeting venue.
- The Phoenix Convention Center is a smoke-free facility. No smoking is permitted anywhere in the facility.
- All bags, toolboxes, cartons, etc. removed from the show floor are subject to inspections.
- All personnel are required to follow all safety rules as set forth by SWANA, SPARGO, Inc., the Phoenix Convention Center, and Freeman.
- Exhibitors are responsible for the conduct of their EAC/Non-Official Contractors.

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- Any personnel found in an unauthorized or unattended booth will be cause for associate personnel to be asked to leave for the day.

**WORKSPACE**

CLIENT is requiring all EACs to have their work and staging areas set up directly at their client(s) contracted space and not in any other area such as the loading docks, food court, posters, etc. Please be sure to make arrangements to all for work and set up your operations at the space(s) which you/your client is contracted.

**LIABILITY WHEN YOU USE AN EXHIBITOR APPOINTED CONTRACTOR (EAC)**

If you decide to use the services of an Exhibitor Appointed Contractor (EAC, I & D, Display House), you should be aware that you assume third-party liability in the event that the EAC does not pay the general contractor or the Phoenix Convention Center for charges incurred on your behalf.

**REMOVAL OF EXCESS TRASH**

Your contract with SWANA requires that the exhibit space be returned in the same manner in which it was received. Therefore, all carpet and padding must be rolled up and tape must be scraped off of the floor. Carpet, padding, promotional materials, and display components must be removed from the Phoenix Convention Center accordingly. It is the responsibility of the exhibitor appointed contractor to see that this condition is met. Exhibiting companies or the EAC/Non-Official Contractors that do not remove the excess trash from their booth space will be billed for the removal.

**BOOTH SETUP POLICY**

To avoid last-minute clean-up, EAC/Non-Official Contractors must make sure the exhibitor's booth is completely set (including product) by 4:30 PM, Monday, November 1st.

**ACCESS TO THE EXHIBIT HALL**

All EAC/Non-Official Contractors are permitted on the exhibit floor ONLY during official move-in and move-out hours providing all required information and forms are supplied. Access to the exhibit floor for move out will be permitted at 2:00 PM on Wednesday, November 3rd. This includes but is not limited to EAC personnel and their equipment.

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 for the remainder of the Meeting.

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EAC/NON-OFFICIAL CONTRACTOR:

ADDRESS: CITY: STATE: ZIP:

SERVICE(S) PERFORMED: SUPERVISOR/ON-SITE CONTRACT:

OFFICE #: MOBILE #: E-MAIL:

EXHIBITING COMPANY:

BOOTH #:

ADDRESS: CITY: STATE: ZIP:

PHONE #: FAX #: E-MAIL:

AUTHORIZED BY: TITLE:

**PLEASE RETURN TO:**

SWANA c/o SPARGO, Inc.

Timothy D Sheetz, Exhibit Management

Email: [timothy.sheetz@spargo.com](mailto:timothy.sheetz@spargo.com) Phone: 571-418-5338