



Exhibitor-Appointed Contractor Submission Instructions

EAC submission is handled directly through the exhibiting company's online portal. A password to access this area is required and has been provided to the primary booth contact.

An EAC (Exhibitor-Appointed Contractor) is a company other than the official contractor(s) 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 Service Contractors for any services within the exhibit area 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 AAACE Rules & Regulations by all employees/representatives of the Exhibitor-Appointed Contractor. EAC employees/representatives who violate any of the AAACE Rules & Regulations or exhibit any unacceptable behavior as determined by AAACE or any authorized representative of AAACE, are subject to immediate revocation of AAACE 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 online by **April 5, 2024** that includes:

- The exhibitor shall, at its sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than minimum \$1,000,000 per occurrence/\$2,000,000 aggregate coverage. A Certificate of Liability Insurance must be submitted to AAACE Exposition Management, verifying public liability insurance for bodily injury and property damage for the time period covering the Exhibition, including move-in exhibit hours, and move-out, and naming the AAACE, SPARGO, Inc., The Freeman Companies and the Hyatt Regency New Orleans 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 AACE.
- The exhibitor-appointed contractor must provide proof of Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws.

Please refer to the Rules and Regulations for full details. If you have questions, contact Meghan Leahy, Manager, Exposition Operations via email at [Meghan Leahy](#) or by phone at 703-654-6929.