

Third Party – Exhibitor Appointed Contractor (EAC) Form

SES has been selected as the *Official Service Contractor* and must be used for all material handling, furniture rental, signs, rigging, cleaning, installation and dismantling of exhibit materials.

An Exhibitor Appointed Contractor (EAC) is: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on site and does not represent one or more of the *Official Contractors*.

Rules and Regulations

- Each representative of an EAC must physically pick up, in person, an “Exhibit Crew” badge at the **SES Service Center**. If an EAC representative does not have identification which verifies his/her employment by the EAC, he/she must be accompanied to the **SES Service Desk** by a representative who does have verifying identification.
- These services shall not conflict with existing labor regulations or contracts and in fulfilling his/her obligations, the representative of an EAC shall adhere to the regulations set up by the Hall and Show Management regarding entrance. It is the responsibility of the Exhibitor to see that each representative of an EAC abides by the official *Rules and Regulations* of this exposition.
- The representative of an EAC shall have a true and valid order for services from an Exhibitor in advance of the event move-in date.
- No EAC shall solicit business on the show floor.

Certificate of Insurance (COI)

It is the responsibility of each Exhibiting Firm utilizing an EAC to complete and return this form along with a *Certificate of Insurance (COI)* which names **SES** as additional insured for each EAC firm being utilized. (A sample COI can be found in this exhibitor manual.)

The EAC Certificate of Insurance must maintain:

- At least \$1 million in employer’s liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

This form must be received by: **Thursday, September 18, 2025**

If this EAC form and the *Certificate of Insurance* are not received by **Thursday, September 18, 2025**
Exhibitor or EAC will be required to order labor from **SES**.

Please clearly note *Company Name* and *Show Name* on the *Certificate of Insurance* form. (See sample)

Complete all information below:

Exhibiting Firm:		Booth #:
Authorized Contract Name & Title:		Authorized Contact Signature:
Full Name of EAC:		
Address of EAC:		City, State, Zip:
Authorized EAC Contact Name & Title:		Authorized EAC Contact Signature:
EAC Representative on Show Site:		
Phone Number:		Email:
Type of service being performed: 		
For additional questions please call us at 972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)		