



**June 2 - 4, 2023**  
PENNSYLVANIA CONVENTION CENTER

## EXHIBITOR APPOINTED CONTRACTOR FORM

This form must be completed by any exhibitor who plans to use an independent contractor other than those appointed by FANEXPO Philadelphia. EAC's cannot perform the work of exclusive contractors as listed below. Deadline for submission and the EAC's certificate of insurance is **Thursday June 1st, 2023**.

### EXHIBITOR INFORMATION

Exhibiting Company Name\*

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Exhibitor Contact Name\*

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Exhibitor Phone\*

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Email\*

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### EXHIBITOR APPOINTED CONTRACTOR INFO (EAC) (FILLED OUT BY EXHIBITOR)

Exhibitor Appointed Contractor\*

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EAC Address\*

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City

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State/Province

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ZIP / Postal

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EAC Contact Name\*

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EAC Contact Phone\*

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EAC Contact Email\*

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EAC On-site Contact\*

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EAC Contact On-Site Cell Phone\*

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Type of service to be provided \*

- Booth Design & Supervision
- Install/Dismantle labour
- Other: \_\_\_\_\_
- Equipment Rental/Set-up

Attach EAC Certificate of Insurance\*

YES     NO

Add another contractor\*

YES     NO

## MANDATORY EAC REQUIREMENTS AND REGULATIONS

- EAC's are **NOT ALLOWED** to perform or provide services for the following areas: **Drayage, Fork and Genie Lift Operations, Overhead Rigging, Electrical Services, Plumbing and Mechanical Services, Telecommunications Services, Booth Cleaning and Catering (F&B).**
  - The EAC covenants and agrees to indemnify and hold harmless KNECT365 US and the Pennsylvania Convention Center from and against all claims, demands, charges, losses or damages arising or alleged to arise directly, indirectly or incidentally by reason of any act, omission or operations of the contractor, its officers, employees, agents or anyone for whom the contractor is legally responsible.
  - The EAC acknowledges that its equipment and property at the PCC is not protected by insurance against fire, theft, vandalism, etc. by the PCC and the protection of such is the responsibility of the contractor.
- EAC's must submit a Certificate of Insurance that meets the following criteria:**
- Comprehensive liability insurance shall provide a minimum limit of one million dollars (\$1,000,000) issued by an insurance company licensed to transact business in North America
  - List the following as additional insured
    - KNECT365 US (1990 Main St, Suite 750, Sarasota, FL 34236)
    - Pennsylvania Convention Center (1101 Arch St Philadelphia, PA 19107)
- EAC's must wear the show-designated Move-in/out badges/wristbands.
  - These badges/wristbands are not valid during show hours.
  - If the EAC duties require them to service an exhibitor's booth during show days, the exhibitor must provide the EAC with an official exhibitor badge.
  - EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work or storage areas.
  - **The exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (ie. Operating Guidelines, Order Forms, Dates, Hours, Shipping Information, Booth Regulations, etc). See the online Exhibitor web page.**

**By submitting this EAC form I/we certify that I/we have authorized the EAC names above for services on our exhibit at FANEXPO Philadelphia™ 2023. I/we further certify that I/we agree to and accept the EAC Requirements and Regulations. I/we understand that we are responsible for the actions of this EAC while completing services for our exhibit booth.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please email completed and signed form to [exhibitors@fanexpohq.com](mailto:exhibitors@fanexpohq.com)

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fanexpophiladelphia.com