Exhibitor Appointed Contractor Process

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the Exhibitor.

We recognize exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and will be assessed an administrative fee of $300 for each booth location for which they are providing services or products. The fee applies to all contractors (other than official contractors) regardless of the service they provide (labor, supervision, products, services, etc.).

Follow the link to review the information on the EAC Process.

EACs will NOT be allowed on the show floor unless all the requirements are satisfied:

- EAC must complete all required documentation via the online EAC portal.
- EAC must submit a valid Certificate of Insurance (COI) with the required coverage via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the EAC Rules & Regulations.
- EAC must pay an administrative fee which is required for each exhibiting company in each booth location; payment will be submitted via the online EAC portal.

Should you have any questions regarding the process, please email VisionExpo@EACMgmt.com.