



EXHIBITOR APPOINTED CONTRACTOR (EAC) PROCESS

An **Exhibitor Appointed Contractor (EAC)** is any non-official show contractor hired by an exhibitor to provide services such as installation, dismantling, supervision, audiovisual, photography, furniture, flooring, or other necessary functions.

Vision Expo 2026 allows exhibitors to use EACs, provided they comply with all show and venue Rules & Regulations and carry the required insurance. **Please read the details below and follow the steps to complete the EAC process.**

EASY EAC REGISTRATION

STEP 1: Exhibitor Designates an EAC

- Exhibitors must submit EAC designations via the online EAC portal by **February 17, 2026**.
- Exhibitors must ensure their EAC meets all requirements or risk denial of floor access.
- After designation, EACs will receive an email with instructions to submit the required documents by **March 4, 2026**.
- [Click Here To Designate An EAC](#)

STEP 2: EAC Completes Registration

IMPORTANT: EACs will not be allowed on the show floor unless they:

- ✓ Complete **all required documentation** through the portal.
- ✓ Agree to the **Rules & Regulations** in the Exhibitor Service Manual and EAC Rules & Regulations.
- ✓ Submit a **Certificate of Insurance (COI)**.
- ✓ Pay the **\$300 EAC Administrative Fee** via the online EAC portal.

COIs must be uploaded via the online portal and include coverage for:

- **Commercial General Liability:** \$1,000,000 per occurrence, \$2,000,000 aggregate, \$2,000,000 products and completed operations aggregate, \$5,000 medical expense, and \$300,000 damage to premises.
- **Automobile Liability:** \$1,000,000 combined single limit per accident (only required if operating vehicles on the show floor).
- **Workers' Compensation:** As required by law, plus \$1,000,000 employer's liability coverage.
- **Additional Insured Policies** must list:
 - *Vision Expo, Reed Exhibitions, a division of RELX Inc., Freeman Expositions, LLC, Venue, and Orange County Board of County Commissioners dba Orange County Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives as additional insureds.*
- **Coverage Dates** – Must include full move-in through move-out dates of *March 9 – 17, 2026*.
- **Certificate Holder** – Must be listed as: *Reed Exhibitions, a division of RELX Inc., Attn: Vision Expo, 401 Merritt 7, 5th Floor, Norwalk, CT 06851.*

EAC Administrative Fee

To cover costs related to liability, administration, and compliance tracking, each EAC must pay a **\$300 fee per booth/meeting room serviced**, regardless of the services provided. This fee is payable via the online EAC portal.

EAC Responsibilities

Exhibitors must provide their EAC with all relevant exhibit hall information, including show rules, utilities, order forms, schedules, and shipping details. By participating, EACs acknowledge and accept all requirements outlined above. **Failure to comply will result in denied access to the show floor.** Questions? Contact VisionExpo@EACMgmt.com.

KNOW BEFORE YOU GO...

Check-In, Wristband Pick-Up, Move-In: EAC personnel must present **valid identification** (ESCA badge, company badge, business card, or branded apparel) to receive a daily wristband at the check-in desk. Details on move-in hours, wristband pick-up times and location(s) will be shared with EACs and onsite contacts via email before the event.



EXHIBITOR APPOINTED CONTRACTOR (EAC) RULES & REGULATIONS

COMPLIANCE & REGISTRATION

*The Show Organizer has the right and obligation to establish and enforce equitable Rules and Regulations for Vision Expo 2026 for the mutual benefit of all Exhibitors and Attendees to the event. **Please read this document carefully.***

- EACs must comply with all rules set by the Show Organizer, Venue, and Exhibitor Service Manual.
- EACs must register via the [online EAC portal](#) and pay the fee per booth/meeting room serviced.
- A 6% credit card fee applies to canceled applications after processing.
- No refunds will be issued post show.
- Workers must always wear designated daily wristbands.

INSURANCE REQUIREMENTS

EACs must submit a valid Certificate of Insurance (COI) via the online portal by **EAC Deadline of March 4, 2026**, or will be denied floor access.

Required coverage includes:

- General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregate, \$2,000,000 products and completed operations aggregate, \$5,000 medical expenses, and \$300,000 damage to premises.
- Automobile Liability: \$1,000,000 (if operating on the show floor).
- Workers Compensation: As required by law, with \$1,000,000 employer's liability coverage.
- Additional Insureds: *Vision Expo, Reed Exhibitions, a division of RELX Inc., Freeman Expositions, LLC, Venue, and Orange County Board of County Commissioners dba Orange County Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives as additional insureds.*
- Full event dates, including move-in/move-out dates: March 9 – 17, 2026.
- Certificate holder: *Reed Exhibitions, a division of RELX Inc., Attn: Vision Expo, 401 Merritt 7, 5th Floor, Norwalk, CT 06851.*

ON-SITE REGULATIONS

- EACs must confirm work orders before arrival and may not solicit additional work.
- Motorized carts, scooters, and mechanical material handling equipment are prohibited.
- Floor marking tape must remain in place until show close.
- Booth designs must comply with the Exhibitor Resource Manual.

- EACs must adhere to fire, safety, and exhibit hall regulations.

LABOR & CONTRACTOR COORDINATION

- EACs must cooperate with Freeman (the General Services Contractor (GSC)) for efficient labor, space, and time use.
- Installation must be completed by 5:00 PM on March 11, and dismantled by 12:00 PM on March 17.
- EACs must follow all labor laws, venue regulations, and union contracts. Any labor disputes affecting the event will be the EAC's full responsibility.
- EACs must pay costs related to their operations, including overtime, space restoration, and waste disposal.

FACILITY & SPACE MANAGEMENT

- The exhibit floor, aisles, docks, and storage areas are under GSC control; EACs must coordinate activities accordingly.
- EACs must keep operations within their client's exhibit space—no service desks, storage, or work areas outside of designated booths.
- Aisles and public spaces must always remain clear.

SHOW ORGANIZER AUTHORITY & ENFORCEMENT

- The Show Organizer has final authority over all show rules and participation.
- EACs must meet all the venue and GSC requirements to operate at Vision Expo 2026.
- EACs must provide emergency contact details, and a local contact is available during move-in and move-out.
- **Access Denial:** EACs will be barred from the show if they:
 - Breach any show regulations.
 - Cause labor disputes, strikes, or disruptions.

LIABILITY & RISK MANAGEMENT

- EACs are responsible for their own property; the Show Organizer and venue assume no liability for theft, damage, or loss.
- EACs must obtain appropriate insurance coverage for property loss and liability risks.
- EACs must be registered and authorized to work in Orlando, FL and comply with all federal, state, city, and venue regulations.
- By participating, EACs agree to these terms and acknowledge their responsibilities.



Vision Expo 2026 - COI Example

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Provider Street City, State, Zip Code	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A : Liability Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED EAC Company Street City, State, Zip Code	

COVERAGES

CERTIFICATE NUMBER: 1

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF AN CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:	Y	Y		1/1/2026	1/1/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Host Liquor Liab \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☒ SCHEDULED AUTOS NON-OWNED AUTOS	Y	Y	Auto coverage is required if bringing vehicles on the show floor	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	Y	Y		1/1/2025	1/1/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SHOW: Vision Expo 2026 | **DATES:** March 9 - 17, 2026 | **SITE:** Orlando, Florida

It is agreed that the following are added as Additional Insured to the General, Automobile, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: Vision Expo, Reed Exhibitions, a division of RELX Inc., Freeman Expositions, LLC, Venue, and Orange County Board of County Commissioners dba Orange County Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives as additional insureds.

CERTIFICATE HOLDER

CANCELLATION

Reed Exhibitions, a division of RELX Inc
Attn: Vision Expo
401 Merritt 7
5th Floor
Norwalk, CT 06851

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE