



Exhibitor Appointed Contractor (EAC)

Deadline to submit EAC notification:
September 30, 2022

Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc., and need access to your exhibit any time during installation, exhibition days or dismantling.

If you, the exhibitor, have contracted with any firm other than those appointed by SHPE, you must complete and return this form no later than **September 30, 2022**. In addition, it is your responsibility to inform your designated EAC of the rules governing exhibitor appointed contractors and those of the SHPE National Convention.

RULES & REGULATIONS

If the exhibitor wishes to use an EAC, the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED.

1. The exhibitor must register the EAC via this form by September 30, 2022.
2. The EAC shall refrain from placing an undue burden on the Official Contractors by interfering, in any way, with the official contractor's work.
3. The EAC will not solicit business on the Exhibition floor during any of the overall days of the exhibition, including installation, Exhibition dates and dismantling.
4. The EAC is responsible for adhering to all rules and regulations requiring badging and safety and social distancing protocols.
5. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Exhibition Management will have the final decision in such instances.
6. EAC's must have all necessary business licenses, work permits and insurance required by Local, State and City governments and venue before beginning installation and be able to provide Event Management with evidence of compliance.

In performing work for their clients, the EAC shall cooperate fully with the Official Contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Exhibition Management in any contracts with the Official Contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.

INSURANCE REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$1,000,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name the following additional insureds:

Freeman Exposition Services, Society of Hispanic Professional Engineers, ROC Management, Inc.,
Charlotte Convention Center

Automobile liability should include all owned, non- owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability.

Exhibition Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

Exhibiting Company: _____

Exhibit Contact: _____

Phone: _____ Email: _____

Booth Number: _____

Designated EAC

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____

Phone: _____ Email: _____

Services Provided by Contractor: _____

EAC submitted by:

Name: _____

Email: _____

Phone: _____

Onsite Contact: _____

Complete and return to:
exhibits@shpe.org before
September 30, 2022