



## **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. EAC's are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.

CEDIA recognizes that 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 EAC's, 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 and will be assessed a fee. An administrative fee of \$300 per booth the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, show Rules & Regulations, etc.)



## EAC Check-In (Central Standard Time Zone)

- EAC's must check-in at the EAC counter in Lobby D which is located across from exhibitor registration.
- Individuals picking up wristbands must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.)
- **Wristbands can be picked up on:**
  - Thursday, September 22-Saturday, September 24 wristbands will be distributed at the main entrance by security
  - Sunday, September 25 ..... 8:00 am - 6:00 pm
  - Monday, September 26 ..... 8:00 am - 6:00 pm
  - Tuesday, September 27 ..... 8:00 am - 6:00 pm
  - Wednesday, September 28..... 8:00 am - 6:00 pm

## Move-in and Move-out Schedule (Central Standard Time Zone)

- EAC's are only allowed on the show floor during move-in and move-out hours.
- **Exhibitor Move-in:**

- Thursday, September 22 ..... 1:00 pm - 7:00 pm	Target Exhibitor Move-in
- Friday, September 23 ..... 8:00 am - 7:00 pm	Target Exhibitor Move-in
- Saturday, September 24..... 8:00 am - 7:00 pm	Target Exhibitor Move-in
- Sunday, September 25 ..... 8:00 am - 7:00 pm	Target Exhibitor Move-in
- Monday, September 26..... 8:00 am - 7:00 pm	Target Exhibitor Move-in
- Tuesday, September 27..... 8:00 am - 7:00 pm	General Exhibitor Move-in
- Wednesday, September 28 ..... 8:00 am - 7:00 pm	General Exhibitor Move-in
- **Show Hours:**
  - Thursday, September 29 ..... 9:00 am - 5:00 pm
  - Friday, September 30 ..... 9:00 am - 5:00 pm
  - Saturday, October 1 ..... 9:00 am - 3:00 pm
- **Exhibitor Move-out:**

- Saturday, October 1 ..... 3:00 pm - 12:00 am	Exhibitor Move-out
- Sunday, October 2 ..... 6:00 am - 12:00 am	Exhibitor Move-out
- Monday, October 3 ..... 6:00 am - 6:00 pm	Exhibitor Move-out



## EAC Registration Process

### Exhibitor Completes: EAC Designation

1. Exhibitors must designate their EAC(s) no later than **August 18, 2022**. Designations MUST be made using the NEW online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.

[CLICK HERE](#) and select **Confirm EAC to complete the EAC Designation Process**

### EAC Completes: EAC Registration Process

2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents, which are **due August 18, 2022**.

### **EAC's will NOT be allowed on the show floor unless all of the requirements are satisfied:**

- EAC must pay a fee of \$300 for each booth you are providing services or products for. Payment will be submitted via the online EAC portal.
- EAC must complete all required documentation 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 submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined below the EAC Rules & Regulations.

### **The EAC must upload the COI via the online portal with the following coverages:**

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
- Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: CEDIA Expo, Emerald X, LLC, Shepard, and Kay Bailey Hutchison Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives.
- COI must include the complete show dates of September 22, 2022 – October 3, 2022.
- The certificate holder must be listed as: CEDIA a division of Emerald X, LLC, Attn: Lorrie de Bellis, 1145 Sanctuary Pkwy, Ste 355, Alpharetta, GA 30009.

### **EAC's Must Be Registered for the ESCA/WIS Badge Program**

All service contractors working at Kay Bailey Hutchinson Convention Center must have compliant ESCA/WIS credentials for access. If you are unsure if your company is registered or need to register, please call 214-939-2872 or [click here](#). The ESCA badge gains you admittance to the venue and the wristband allows you access to the show floor.