



## EAC (EXHIBITOR APPOINTED CONTRACTOR) WORK AUTHORIZATION

Exhibitors are obligated to utilize the services of Official Contractors for services such as freight handling, electrical, plumbing, telephone, catering, and drayage. The Official Service Contractor has control of the exposition floor, aisles, loading docks, service, and storage areas.

To coordinate all activities and for security purposes while in the convention center, exhibitors who choose to use a non-official contractor(s), must complete, and submit this form 30 days before the first day of the event's move-in. All contractors must comply with all rules and regulations as posted on the Web site and in the exhibitor manual.

The exhibitor appointed contractor must supply Show Management with all necessary insurance certificates 30 days before the event begins. This includes proof of Comprehensive General Liability Insurance in the amount of \$1 million which names the Ambulatory Surgery Center Association and Show Management as additional insureds; Workman's Compensation Insurance of at least \$100,000 coverage that meets all requirements established by the state where the event is being held.

The Exhibitor appointed contractor shall not solicit business on the show floor during installation, show, or dismantling. Their work boxes, tools, etc., must remain in the confines of your booth space, not in the aisles. If they are needed in your booth on show days, you must provide an exhibitor badge for them.

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_ Booth Size \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Appointed Contractor \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Authorized Services \_\_\_\_\_