AMPP ANNUAL CONFERENCE + EXPO

April 11 - 15, 2027 | COLUMBUS, OHIO

EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

If your company plans to utilize the services of any independent contractors other than Freeman, the official general service contractor designated by AMPP, this form must be completed and signed by a representative of the exhibiting company at least 45 days prior to move in. In addition to this form, the Exhibiting Company must upload copies of their Certificate of Insurance (COI), as well as the EAC company's COI, via the Exhibitor Portal by **Friday, February 19, 2027**.

Exhibitor: Sign into your exhibitor portal, then click the appropriate "Upload completed EAC form" and "Upload completed COI Forms" TASKS to upload.

See COI information on page 2.

Exhibitor Information:

Exhibiting Company: _____ Booth #: _____

Exhibitor Contact: _____

Exhibitor Phone: _____ Exhibitor Email: _____

Exhibitor Signature: _____ Date: _____

The authorized signature confirms that the exhibiting company has committed to using the services of the following Exhibitor Appointed Contractor(s) and that they agree:

- ☐ To read and comply with all Display Rules and Regulations.
- ☐ The EAC must be licensed, insured, and authorized to work in the Greater Columbus Convention Center and must adhere to all rules and regulations of the facility and union jurisdictions as applicable.
- ☐ To obtain and maintain appropriate insurance coverage as outlined in the Terms and Conditions. *See Insurance clause for coverage specifics and additional details. Terms and Conditions can be viewed anytime by logging into your exhibitor portal and selecting the "Review Terms and Conditions" under Tasks section.*

EAC Information:

EAC Company Name: _____

Pre-Show EAC Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EAC Phone: _____ EAC Email: _____

Onsite EAC Contact: _____

EAC Onsite Phone: _____ EAC Onsite Email: _____

Number of EAC Wristbands Needed*: _____

**EACs will be required to pick up their wristbands from security at Exhibit Hall Entrance. EACs will only be allowed access to the exhibit hall during exhibitor move-in and move-out dates/times.*

Personnel must have proof of company affiliation and photo ID. If an EAC needs access to an exhibitor's space at any other time, the exhibitor will need to register the EAC for an event badge.

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Certificate of Insurance (COI) Information

Show management **requires every exhibiting company** to have insurance that covers their participation in the event.

"Exhibitor must, at own expense, obtain and maintain comprehensive general liability insurance, on an occurrence-based policy, with a limit of not less than $1,000,000 per occurrence/$2,000,000 aggregate combined singled limit bodily injury/property damage (including products and completed operations coverage and host liquor liability), Automobile Liability insurance no less than $1,000,000 combined singled limit and Workers' Compensation (statutory limits) coverage. Exhibitor agrees to add AMPP as an additional insured on its General Liability policy." *(*Terms and Conditions, Item 10. Insurance)*

**Terms and Conditions can be viewed anytime by logging into your exhibitor portal and selecting the "Review Terms and Conditions" under the Tasks section.*

Show Management does not have a required COI format or template, but does require that the following items be included:

Event Name, Dates, and Location:

AMPP Annual Conference + Expo 2027
April 11-15, 2027

Greater Columbus Convention Center
400 N High Street, Columbus, Ohio 43215

Certificate Holder and Additional Insured:

Show Management:
Association for Materials Protection and Performance, Inc.
15835 Park Ten Place
Houston, Texas 77084

COI Templates are available by searching online, or directly through your insurance company.

If you have any questions, please email the AMPP Exhibits Team at exhibitsdepartment@ampp.org.