

2019 Exhibitor Service Manual
EAC Agreement



This form must be completed and signed by the exhibiting company. Signatures by any other party, including the EAC company, will not be accepted as valid. Return this completed agreement, in addition to the EAC's certificate of liability insurance, to the PPAI Expositions Department prior to November 30, 2018. PPAI MUST RECEIVE BOTH FORMS IN ORDER FOR THE EAC TO GAIN ADMITTANCE TO THE SHOW FLOOR.

EAC's will NOT be allowed to perform the following services: electrical, plumbing, telecommunications, material handling, booth cleaning, security, catering, hanging signs, or lead retrieval.

EXHIBITING COMPANY INFORMATION

Company Name: _____ Booth Number: _____

Pre-show Contact Name: _____

Telephone: _____ Fax: _____

Email: _____

On-Site Contact Name: _____

I certify that I have authorized the Exhibitor Appointed Contractor listed below to install and dismantle my exhibit at **The PPAI Expo 2019**. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility regulations as if my own employee. The contractor will be informed that **Certificate of Liability Insurance** is required by November 30, 2018. I understand that my company is ultimately responsible for the contractor while on this assignment. I have also provided our EAC with a link to the online exhibitor service manual.

_____	_____	_____
<i>Signature of Exhibiting Company Contact</i>	<i>Title</i>	<i>Date</i>

EAC COMPANY INFORMATION

Type of work to be performed: _____

Independent Service Contractor/Display House: _____

Contact Name: _____

Telephone: _____ Fax: _____

Email: _____

Address: _____

PLEASE RETURN TO:

Sandi Linz
Promotional Products Association International
3125 Skyway Circle North | Irving, TX 75038
972.258.3023 | Fax: 972.594.4023 | SandiL@ppai.org

For questions, please contact PPAI Show Management at 888.426.7724 or email us at expoesk@ppai.org.

2019 Exhibitor Service Manual

EAC Information



DEFINITION - Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor (EAC) is any company (other than one of Exclusive or Non-Exclusive contractors) that an exhibitor wants to use inside the exhibit hall before, during or after the show. EAC's will NOT be allowed to perform the following services: electrical, plumbing, telecommunications, material handling, booth cleaning, security, catering, hanging signs (over 200 pounds or with electrical) or lead retrieval.

Instructions:

- Exhibitor must complete the EAC Authorization Form and sign.
- Exhibitor must mail the form, along with EAC's original Certificates of Insurance, to PPAI Show Management to be received no later than **November 30, 2018**. **No approvals will be granted if the insurance does not accompany the EAC agreement form.**
- Use one agreement for each EAC used for the show. The agreement must be signed by the **exhibiting company**. A signature from the EAC will not be accepted.
- If for any reason the EAC does not fulfill the requirements, Show Management/Freeman will notify the exhibitor so that alternate plans can be made.
- It is the responsibility of the exhibitor to ensure that the EAC receives the web address to the online Exhibitor Service Manual.

CERTIFICATE OF INSURANCE

Each EAC must provide an original Certificate of Insurance confirming that workers' compensation, commercial general liability, employer's liability and comprehensive liability insurance (Automotive Type) meet the following minimum standards:

Exhibitor Appointed Contractor (EAC) shall, at its own expense, secure and maintain through the term of this contract, including move-in days, show days and move-out days, the insurance listed below as well as any additional event specific insurance to be outlined in the Exhibitor Service Manual.

- A) **Workers Compensation** insurance shall be in the amounts required by statutory worker's compensation requirements and employer's liability limits of \$100,000 each accident.
- B) **Automobile liability**, which includes all owned, non-owned and hired vehicles, with minimum limits of \$500,000 bodily injury and \$500,000 property damage liability.
- C) **Comprehensive general liability providing at least \$1,000,000 in coverage** and naming *Promotional Products Association International, Mandalay Bay Convention Center and Freeman Companies* as additional insured.
- D) Certificates of Insurance must be provided for *move-in and move-out dates in addition to show dates*

*If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to PPAI, shall be furnished to PPAI thirty (30) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide they may not be cancelled without 30 days' advance written notice to PPAI.

RULES AND REGULATIONS GOVERNING EAC'S

- The EAC will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractors' work.
- The EAC will not solicit business on the show floor at any time.
- The EAC is to cooperate with the Official Contractors and with existing labor regulations or contractors as determined by the commitment made and obligations assumed by Show Management.

PPAI SHOW MANAGEMENT'S DISCRETIONARY RIGHTS

PPAI Show Management reserves the right, in its sole discretion, to withhold approval or to dismiss from the show any service contractor whose participation in the show may, in the opinion of Show Management, lead to strikes, picketing, or other labor action directed at the show, or other disruption of the show, or other reasonable interference with or inconvenience to the show or any of the exhibitors.