EAC Agreement

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 (under or over 200 pounds or with electrical) or lead retrieval.

Instructions:
- Exhibitor must complete the EAC Authorization Form and sign it.
- Exhibitor must email the form, along with EAC's original Certificates of Insurance, to PPAI Show Management (ashleyv@ppai.org) to be received no later than **November 18, 2022.** ***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.
- The EAC is responsible for a $250 fee per company they are contracted to install or dismantle.
- 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 polices 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.

2023 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 and PAYMENT, in addition to the EAC's certificate of liability insurance, to the PPAI Expositions Department prior to November 18, 2022. **PPAI MUST RECEIVE BOTH FORMS BELOW AND PAYMENT 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: _____

_____ _____ _____

Signature of Exhibiting Company Contact *Title* *Date*

I certify that I have authorized the Exhibitor Appointed Contractor listed below to install and dismantle my exhibit at **The PPAI Expo 2023.** 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 18, 2022. 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.

EAC COMPANY INFORMATION

Type of work to be performed: _____

Independent Service Contractor/Display House: _____

Contact Name: _____

Telephone: _____ **Fax:** _____

Email: _____

Address: _____

RETURN COMPLETED FORM TO: Ashley Van Der Stuyf via Email to AshleyV@ppai.org