



Exposition & Conference: September 28-30, 2010 | Donald E. Stephens Convention Center | Rosemont (Chicago), IL

EXHIBITOR-APPOINTED CONTRACTORS (EAC)

An Exhibitor-Appointed Contractor (EAC) is any company other than the designated Official Contractors that an exhibitor wants to use inside the Exhibit Hall before, during, or after the show. Permission will NOT be given to use an Exhibitor-Appointed Contractor to perform any of the following services:

- Electrical • Drayage • Rigging • Telephones • Plumbing • Millwright • Labor • Catering • Booth Cleaning • Decorators

Exhibitor-Appointed Contractors may provide any of the following services:

- Installation/Dismantle • Hosts/Hostesses/Models • Photographer

The principal steps to receive authorization to use an EAC are:

FORWARD ALL NECESSARY INFORMATION TO YOUR EXHIBITOR-APPOINTED CONTRACTOR

Certain requirements in this manual must be adhered to by your Exhibitor-Appointed Contractor. Please forward those pages of this manual to your EAC for their action.

COMPLETE THE “EAC APPROVAL REQUEST” FORM

Exhibitors who wish to use an EAC must submit the “EAC Approval Request” form. This form must be completed in full and submitted to Show Management before the deadline date of **August 27, 2010**. Requests to use an EAC will not be accepted after this deadline date. It is the exhibitor’s responsibility to ensure that the EAC complies with all rules, regulations, and deadlines in the Exhibitor Services Manual.

EAC MUST PROVIDE “CERTIFICATE OF INSURANCE”

It is the EAC’s responsibility to provide Show Management with an original “**Certificate of Insurance**” confirming that workers’ compensation, comprehensive general liability, and automobile liability insurance meet the following standards:

- Workers Compensation must provide at least \$1,000,000.00 in coverage for each accident and meet the requirements established by the state of Illinois.
- Comprehensive General Liability must provide at least \$1,000,000.00 in coverage and must include as additional insureds the following:

IMPORTANT!

**CANON COMMUNICATIONS LLC,
ROSEMONT EXHIBITION SERVICES (RES),
VILLAGE OF ROSEMONT,
DONALD E. STEPHENS CONVENTION CENTER, and
THE STATE OF ILLINOIS**

- Commercial Automobile Liability should include all owned, non-owned, and hired vehicles with limits of \$1,000,000 for bodily injury and property damage liability for each occurrence.

EXHIBITOR-APPOINTED CONTRACTORS (EAC) (CONT.)

A Certificate of Insurance is required and must be provided before **August 27, 2010**.

It is the responsibility of the exhibiting company to ensure that the EAC is fully knowledgeable of—and fully complies with—all rules and regulations as outlined in the Exhibitor Services Manual.

After receipt of the “EAC Approval Form” and the “Certificate of Insurance”, we will send you a confirmation letter via fax with detailed instructions on how to obtain color-coded wristbands for the EAC’s on-site staff.

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Failure to comply with any of the above by either the Exhibitor or the EAC will result in the denial of approval to use the EAC, thereby necessitating the use of an Official Contractor under Exhibitor or EAC supervision.