

Exhibitor Appointed Contractor (EAC)

Deadline to submit EAC notification:
September 25, 2026

Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc., and need access to your exhibit any time during installation, exhibition days or dismantling.

If you, the exhibitor, have contracted with any firm other than those appointed by SHPE, you must complete and return this form no later than September 25, 2026. In addition, it is your responsibility to inform your designated EAC of the rules governing exhibitor appointed contractors and those of the SHPE National Convention.

RULES & REGULATIONS

If the exhibitor wishes to use an EAC, the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED.

1. The exhibitor must register the EAC via this form by September 25, 2026.

2. The EAC shall refrain from placing an undue burden on the Official Contractors by interfering, in any way, with the official contractor's work.

3. The EAC will not solicit business on the Exhibition floor during any of the overall days of the exhibition, including installation, Exhibition dates and dismantling.

4. The EAC is responsible for adhering to all rules and regulations requiring badging and safety and social distancing protocols.

5. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Exhibition Management will have the final decision in such instances.

6. EAC's must have all necessary business licenses, work permits and insurance required by Local, State and City governments and venue before beginning installation and be able to provide Event Management with evidence of compliance.

In performing work for their clients, the EAC shall cooperate fully with the Official Contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Exhibition Management in any contracts with the Official Contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.

INSURANCE REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.

Commercial General Liability
$2,000,000 General Aggregate
$2,000,000 Products Completed Operations Aggregate
$1,000,000 Personal and Advertising Liability
$1,000,000 Each Occurrence Limit
$100,000 Damage to Rented Premises
$5,000 Medical Payments

Commercial Automobile Liability
$1,000,000 Combined Single Limit Bodily Injury & Property Damage or equivalent, including hired and non-owned Auto Liability.

Umbrella Excess Liability
$1,000,000 Combined Single Limit Bodily Injury & Property Damage is required

Workers Compensation/Employers' Liability
$500,000 each accident, $500,000 disease limit and $500,000 disease limit for each employee or volunteer

and shall name the following additional insureds:

Freeman Exposition Services, Society of Hispanic Professional Engineers, ROC Management, Inc., The Capital Improvement Board of Managers of Marion County, Indiana, and its officers, Board, agents and employees is an additional insured

Certificate Holder:
SHPE
13181 Crossroads Parkway North, Suite 220
City of Industry, CA 91746
Exhibition Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

Exhibiting Company:_____

Exhibit Contact:_____

Phone:_____ Email:_____

Booth Number:_____

Designated EAC

Company:_____

Address:_____

City / State / Zip:_____

Contact:_____

Phone:_____ Email:_____

Services Provided by Contractor:_____

EAC submitted by:

Name:_____

Email:_____

Phone:_____

Onsite Contact:_____