

**ACMA 2018**  
**EAC/Non-Official Contractor Form**

**Submission Deadline: March 30, 2018**

**Submit to: [exhibits@acmaweb.org](mailto:exhibits@acmaweb.org)**

**EAC/Non-Official Contractor Notification Submission Instructions:**

An Exhibitor Appointed Contractor (EAC) is a company other than the official contractors listed in the exhibitor service manual providing a service (installation and dismantling labor, floral, photography, audio visual, computer rental and other related services) and requiring access to your booth during move-in and move-out.

EACs/Non-Official Contractors will be required to use labor supplied by the appointed contractor unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Becky Nations at ACMA by March 30, 2018
- EACs/Non-Official Contractors must provide a Certificate of Liability Insurance naming ACMA, Freeman, and George R Brown Convention Center as additional insured. The Certificate of Liability Insurance must include Comprehensive General Liability coverage with limits not less than \$1,000,000 including Contractual Liability and Products Liability coverage and Workman's Compensation in accordance with local law. Certificates of Liability Insurance must indicate the name of the exhibiting company that they are representing in the description area of the certificate. Certificates will be discarded if this information is not supplied.
- All EAC/ Non-Official Contractor personnel must check in at ACMA Exhibitor Registration to receive show identification needed for access to the exhibit hall.

All EAC/Non-Official Contractors are permitted on the exhibit floor ONLY during official move-in and move-out hours providing the information above is supplied. Exhibitor personnel, including EACs hired to work in their booth, may not solicit from outside of their booth or elsewhere in the meeting venue, including at educational meeting rooms and poster sessions, and may not canvass in any part of the Exhibits or meeting venue. Failure to comply with any or all of the above will result in refusal of the EAC/Non-Official Contractor access to the exhibit hall and the ability to service your exhibit.

**If you have questions, please contact an ACMA Exhibition Sales Rep at 501-907-2262.**

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**Exhibiting Company Information**

Date Completed

Exhibiting Company Name:

Exhibit Contact:

Exhibit Contact Phone:

Exhibit Contact Email:

Exhibit Contact Signature:

The authorized signature confirms that the exhibiting company has committed to use the specified services of the following Exhibitor Appointed Contractor(s) and they agree to abide by all show rules and regulations.

**Exhibitor-Appointed Contractor Information**

EAC Contractor Name:

Pre-Show EAC Contact:

Mailing Address:

City, State ZIP:

Phone:

Email:

EAC On-Site Contact:

Emergency Onsite Number:

Type of Service(s):