



Exhibitor-Appointed Contractor Submission Instructions

EAC submission is handled directly through the online Exhibitor Resource Center. A password to access this area is required and has been provided to the booth key contact.

An EAC (Exhibitor-Appointed Contractor) 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.

Exhibitors planning to use ANY contractors other than the Official Service Contractors for any services within the exhibit area must complete and submit an Exhibitor-Appointed Contract Form for each Exhibitor-Appointed Contractor firm/organization. The exhibiting firm appointing the Exhibitor-Appointed Contractor is totally responsible for the behavior and adherence to all AABB Rules & Regulations by all employees/representatives of the Exhibitor-Appointed Contractor. EAC employees/representatives who violate any of the AABB Rules & Regulations or exhibit any unacceptable behavior as determined by AABB or any authorized representative of AABB, are subject to immediate revocation of AABB badges and/or admittance wristbands and immediate eviction from the facility and exhibit areas.

If an exhibitor is utilizing an Exhibitor-Appointed Contractor, it is the exhibitor's responsibility to submit the Exhibitor-Appointed Contractor Form and valid Certificate of Liability Insurance through the online AABB [Exhibitor Resource Center](#) by September 14, 2018 that includes:

- Certificate of Liability Insurance naming AABB as the certificate holder and SPARGO, Inc., Boston Convention and Exhibition, and The Freeman Companies as additional insured and covering the non-official contractor with scope and limits not less than \$1,000,000 per occurrence/\$2,000,000 aggregate coverage.
- Certificates of Liability Insurance for Exhibitor-Appointed Contractor(s) must indicate the name of the exhibiting company/organization and booth # that they are representing in the description area of the Certificate of Insurance.
- If said information is not included, the Certificate of Liability Insurance will NOT be accepted by AABB.
- The exhibitor-appointed contractor must provide proof of Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws.

[Sample Certificate of Liability Insurance](#)

If you have questions with regards to EAC, please contact Meghan Leahy, Exposition Operations Manager via email at meghan.leahy@spargoinc.com or 703-654-6929.