

RULES AND REGULATIONS FOR EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitor may designate their own contractor for the physical set-up and dismantling of their exhibit display booth, but all activities must be consistent with any local, State, and/or Federal labor laws. All other Show services, including advanced carpet installation, must be provided by Freeman unless otherwise approved by Show Management. Exhibitor must notify Show Management of its intention to use an Exhibitor Appointed Contractors (EAC) through the online form at: https://form.jotform.com/gcsaaforms/2025EAC_Form

Or through the exhibitor service kit at:

<https://www.freemanco.com/store/forms-and-brochures?showID=521821>

Exhibitor's EAC must comply with the following rules and regulations:

1. EAC must have all licenses, permits and/or bonding's required by any local, State, and/or Federal laws and Convention Center management prior to commencing work, and shall provide Show Management with evidence of such compliance.
2. EAC is required to submit certificates of insurance for worker's compensation insurance, general liability insurance, and automobile liability insurance covering dates of occupancy, including move-in/out, naming GCSAA and the Convention Center as additional insured. Comprehensive general liability insurance must provide at least one million U.S. dollars (\$1,000,000) for combined single limits, bodily injury, and property damage liability coverage. Umbrella liability is acceptable to meet above minimum requirements.

Proof of insurance coverage must be submitted to Show Management by the date indicated on the EAC authorization form, which can found online at:

https://form.jotform.com/gcsaaforms/2025EAC_Form

Or through the exhibitor service kit at:

<https://www.gcsaaconference.com/exhibitor/exhibitor-forms-service-kit>.

3. EAC agrees that it will indemnify and hold harmless GCSAA, the Convention Center, and Freeman from any action on account of injury or damage to persons or property caused by an act of omission, negligence, or misconduct on the part of the non-official contractor or any of its agents, servants, employees, or contractors.
4. EAC shall be given the right to provide services requested of them by an Exhibitor in the setup and dismantling of exhibits on the Show floor, and they shall have the right to utilize qualified employees who shall be listed by name in advance. Only those employees on the list submitted to Show Management will be permitted access to the exhibit hall floor.
5. These EAC services shall not conflict with existing labor regulations or contracts, and in fulfilling their obligations, the EAC shall adhere to any and all regulations set up by the Convention Center and Show Management regarding entrance.
6. EAC will provide adequate notice to Show Management of the Exhibitors who have retained their services, and the services to be performed for each.
7. EAC may NOT solicit business on the Show floor. All EAC personnel, including all laborers employed by EAC, must confine all activities to the exhibit display booth(s) of their client(s) and may not enter the exhibit display booth area of a non-client for any purpose.

8. Notice from the independent contractors shall be considered sufficient evidence of the relationship between them and their client. Exhibitor must verify authorization for installation and dismantling by filling out the EAC authorization and badge form by the date indicated on the EAC authorization form, which can found online at:

https://form.jotform.com/gcsaaforms/2025EAC_Form

or through the exhibitor service kit at:

<https://www.gcsaaconference.com/exhibitor/exhibitor-forms-service-kit>.

9. Wristbands (or any other type of badging option selected by Show Management) will identify EAC personnel for set-up and dismantling and will be distributed by Show Management. These wristbands (or any other badging option) must be worn by EAC personnel at all times while operating on the exhibit floor.