



Exhibitor Appointed Contractor Process

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

JIS Spring recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information etc.)

EAC Check-In

- EACs must check-in at the EAC counter each day to receive a wristband.
- Individuals picking up wristbands must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.).
- The EAC check-in location will be confirmed via email to the main point of contact for the EAC prior to the beginning of move-in.

Move-in and Move-out Schedule (Eastern Standard Time Zone)

- **Beginning for move-in, wristbands can be picked up on:**
 - Friday, March 7..... 9:00 AM - 6:00 PM
 - Saturday, March 8 8:00 AM - 8:30 PM
- **Exhibit Hall Hours:**
 - ***EACs are not allowed on the show floor during show hours***
 - Sunday, March 9 10:00 AM – 6:00 PM
 - Monday, March 10 10:00 AM – 6:00 PM
 - Tuesday, March 11 10:00 AM – 4:00 PM
- **Move-out:**
 - Tuesday, March 11 6:00 PM - 9:00 PM
 - Wednesday, March 12..... 8:00 AM – 12:00 PM



EAC Registration Process

Exhibitor Completes: EAC Designation

1. Exhibitors must designate their EAC(s) no later than **February 7, 2025**. Designations **MUST** be made using the **NEW** online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.

[CLICK HERE](#) to complete the EAC Designation Process

EAC Completes: EAC Registration Process

2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents which are **due February 7, 2025**.

EACs will NOT be allowed on the show floor unless ALL requirements are satisfied:

- EAC must pay a fee of \$300 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal. Payments are **NONREFUNDABLE**.
- EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the EAC Rules & Regulations.
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined in the EAC Rules & Regulations.

The EAC must upload the COI via the online portal with the following coverages:

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence.
- Automobile liability insurance in the amount of \$1,000,000.00 per occurrence to provide coverage for any owned and non-owned vehicles used by the Licensee on venue premises, including loading and unloading hazards.
- Workers' compensation and employer's liability coverage as required by Florida Statute. Currently, the State of Florida requires that employers provide workmen's compensation coverage for all employees. The Statute requires coverage from the employer if they have three or more employees.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: JIS Spring, Reed Exhibitions a division of RELX Inc., Expo Convention Contractors, City of Miami Beach and OVG360, and their officers, agents and employees are included (and their parents, subsidiaries and affiliates), and their officers, directors, employees, agents, assigns and affiliates as additional insured.
- COI must include the complete facility access dates of March 7 – 12, 2025.
- The certificate holder must be listed as: Reed Exhibitions a division of RELX Inc., 401 Merritt 7, 5th Floor, Norwalk, CT 06851