

**Deadline: March 18, 2020**

### **Exhibitor Appointed Contractor**

An Exhibitor Appointed Contractor (EAC) is any company (other than one of the Official Show Contractors) that an exhibitor wants to use in the installation or dismantling of their booth. The following services are exclusive to the Architecture Expo 2020 and cannot be performed by an Exhibitor Appointed Contractor (EAC):

- freight/material handling
- booth cleaning
- security
- electric
- catering
- telephone/internet
- plumbing
- rigging

### **Instructions**

1. **Exhibitors\*** must complete and sign the attached EAC Designation form and submit by **March 18**. Use one form for each EAC you will use for the show.

Please inform your EAC they **must** complete the insurance and payment by **April 3, 2020**.

2. It is ultimately your responsibility to make sure your designated EAC(s) fulfills the requirements. Failure of EAC's to do so will prevent them from accessing the expo floor.

### **Requirements of the EAC**

- No later than 30 days prior to the show, EACs must provide a certificate of insurance with at least the following limits:
  - Comprehensive general liability insurance not less than \$1,000,000 per occurrence and \$2,000,000 aggregate is required. Not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property;
  - Workers' Compensation insurance in the amounts required by statutory worker's compensation requirements. Employer's liability limits of \$100,000 each accident. Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held.
  - AIA Conference on Architecture/Architecture Expo, Informa Markets US Construction and Real Estate, Los Angeles Convention Center and Freeman should be listed as additionally insured.
  - Please include the complete event dates which include move-in, exhibition and move-out; Saturday, May 9–Monday, May 18.
- EACs agree to abide by all rules and regulations of the event.
- EACs will wear identification badges at all times. Temporary wristbands will be provided. Wristbands will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

### **Rules and Regulations Governing EACs**

- The EAC will refrain from placing an undue burden on the Official Contractors, specifically by not interfering in any way with the Official Contractors work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will cooperate with the official contractors and with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management.
- Show Management will not provide access to the Exhibitor Service Manual until all fees and certificates of insurance have been received.

**Show Management's Discretionary Rights**

Exceptions to using the Official Contractors will be granted only if they do not interfere with or prejudice the orderly installation, interim services or dismantling of the exhibits. An exception will not be granted if it is inconsistent with commitments made and obligations assumed by Architecture Expo 2020 in any contract with service contractors, or in its lease with the convention center.

**Deadline: March 18, 2020**

**Definition:** An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official service contractors, that an exhibitor wishes to use that requires access to the expo hall either before, during or after the show. **EACs cannot provide the following exclusive services: freight/material handling, electrical, plumbing, telephone/internet, rigging, booth cleaning, security and catering.**

**Exhibitor information**

Name of exhibiting company: \_\_\_\_\_

Booth number: \_\_\_\_\_ Booth dimensions: \_\_\_\_\_

I certify that I have authorized the exhibitor appointed contractor, named below, to install and dismantle my exhibit at the Architecture Expo 2020. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility regulations as if my own employee. The contractor will be informed that the appropriate fees **(\$250/exhibiting company/booth)** and a Certificate of Liability Insurance are required by **April 3, 2020. The \$250 fee is non-refundable.** I understand that my organization is ultimately responsible for the actions of the contractor while on this assignment.

Exhibitor signature\* \_\_\_\_\_

\*If this form is completed by exhibitors' exhibit house, design agency, etc. we will need in writing that the exhibitor authorizes you to designate their EAC.

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Exhibitor Appointed Contractor information**

Company name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

On-site contact: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Exhibitor's booth number: \_\_\_\_\_

**Please return completed Designation Form no later than March 18, 2020 to:  
Email: [kaitlyn.phillips@informa.com](mailto:kaitlyn.phillips@informa.com)**

**Exhibitor Appointed Contractor Agreement**  
**Deadline: April 3, 2020**



An Exhibitor Appointed Contractor (EAC) is any company (other than one of the Official Show Contractors) that an exhibitor wants to use in the installation or dismantling of their booth. Exhibitor Appointed Contractors must complete this form and submit to Architecture Expo Show Management. Payment and a Certificate of Insurance must be received by **April 3, 2020**. Review all EAC Rules & Regulations and insurance requirements.

**Exhibitor Appointed Contractor information**

Company: \_\_\_\_\_

Contact name/title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

We agree to abide by all rules and regulations governing EACs for the Architecture Expo 2020. (See next page).

---

Name of contractor's on-site representative

Phone number

---

Signature of EAC representative

Date

Please list ALL exhibiting companies that your company will be working for (attach a list for more):

**Company name/booth #**

**Company name/booth#**

\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_

**EAC fees: \$250 / Exhibiting Company / Booth (The \$250 fee is non-refundable.)**

**Total # Exhibiting Companies: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_**

**\*\*Please note credit card payment is NOT accepted via email. It must be faxed directly to the number on the credit card authorization form (972-550-5390).**

**Send payment in full if by check to:**  
**Architecture Expo, PO Box 62671, Baltimore, MD 21264-2671**  
**Email: [kaitlyn.phillips@informa.com](mailto:kaitlyn.phillips@informa.com)**

## **Requirements of the EAC**

- No later than 30 days prior to the show, EACs must provide a certificate of insurance with at least the following limits:
  - Comprehensive general liability insurance not less than \$1,000,000 per occurrence and \$2,000,000 aggregate is required. Not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property;
  - Workers' Compensation insurance in the amounts required by statutory worker's compensation requirements. Employer's liability limits of \$100,000 each accident. Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held.
  - AIA Conference on Architecture/Architecture Expo, Informa Markets US Construction and Real Estate, Los Angeles Convention Center and Freeman should be listed as additionally insured.
  - Please include the complete event dates which include move-in, exhibition and move-out; Saturday, May 9-Monday, May 18.
- EACs agree to abide by all rules and regulations of the event.
- EACs will wear identification badges at all times. Temporary wristbands will be provided. Wristbands will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

## **Rules and regulations governing EACs**

- The EAC will refrain from placing an undue burden on the Official Contractors, specifically by not interfering in any way with the Official Contractors work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will cooperate with the official contractors and with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management.
- Show Management will not provide access to the Exhibitor Service Manual until all fees and certificates of insurance have been received.



**The American  
Institute  
of Architects**

**Architecture Expo  
Credit Card Authorization Form**

Please complete the following information to make a payment to Architecture Expo via credit card. The EAC fee is \$250 per exhibiting company.

**Exhibiting Company information**

Exhibiting Company Name(s): \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Exhibiting Company Name(s): \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Exhibiting Company Name(s): \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Exhibiting Company Name(s): \_\_\_\_\_ Booth #(s): \_\_\_\_\_

Exhibiting Company Name(s): \_\_\_\_\_ Booth #(s): \_\_\_\_\_

**Billing Information**

Company name: \_\_\_\_\_

Cardholder name: \_\_\_\_\_

Billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Invoice #: \_\_\_\_\_ Booth #: \_\_\_\_\_

**Amount to charge:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Cardholder signature\*: \_\_\_\_\_

*\*For security reasons digital signatures are not accepted.* Email Receipt: \_\_\_\_\_

If you need any additional information please contact [kaitlyn.phillips@informa.com](mailto:kaitlyn.phillips@informa.com)

**Please do not email any payment information**

**PCI compliance requires that any credit card information must be received via our secure fax line (972.550.5390)**



*This section will be shredded once the card has been approved.*

Visa

MasterCard

American Express

CVV Code: \_\_\_\_\_



Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_