

Exhibitor-Appointed Contractor (EAC)

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor-appointed contractor (EAC) to erect or dismantle their booth, must submit, on their behalf, their company's proof of insurance AND a completed form containing their onsite information.* To do this, click on the link below that corresponds with your company's booth location. You will then log-in using the password provided in your company's booth confirmation and submit these documents. ***Submit your completed documents by February 22.***

[Click here](#) (password required) to attach your EAC's insurance and on-site information via the ASD Exhibitor Portal. EAC submission is located in the "Important Exhibitor Forms" section.

**If you are not using an EAC, you only need to submit your company's proof of insurance.*

It is the exhibitor's responsibility to make sure your independent contractors abide by all rules and regulations including:

1. EACs must be properly badged prior to arrival. All authorized EAC personnel must check in at Exhibitor Registration prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.
2. EAC must turn in certificates of insurance to ASD prior to the show. For additional insurance requirements please refer to the Required Insurance and Exhibitor Appointed Contractors pages within this manual.
3. EACs must be licensed, insured and authorized to work in the Las Vegas Convention Center. Contractors must adhere to all rules and regulations of ASD, the Las Vegas Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged at all times. The clean floor policy will be strictly enforced, and fees may apply for violations.