

2017 WMA Annual Convention and Tradeshow

Exhibitor Appointed Contractor (EAC) Request Form

Deadline: September 7, 2017

<ul style="list-style-type: none">• An Exhibitor Appointed Contractor (EAC) is any contractor other than the Official Contractor providing a service to an Exhibitor within his exhibit space, including (but not limited to) Models, Photographers, Florists, etc. as well as Installation/Dismantling Labor. Exhibitors wishing to get approval to use an EAC must fill out this form and return it to WMA along with an original certificate of insurance prior to the above deadline. (See sample certificate of insurance that follows.)• For services such as electrical, plumbing, telephone, rigging, material handling (including all movement of material and equipment) booth cleaning and catering, no exception will be made and the Official Contractor must be used.
Exhibiting Company Name: _____ Booth No.: _____ Form Submitted By: _____ Authorization Signature: _____
Exhibitor Appointed Contractor: _____ Contact Name: _____ Type of Work: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____

Return to: World Millwork Alliance
Attn: Show Management
10047 Robert Trent Jones Parkway
New Port Richey, FL 34655
Phone: (727) 372 – 3665
Fax: (727) 372-2879
Email: mail@WorldMillworkAlliance.com

Using Exhibitor Appointed Contractor's (EACs) & Labor

An Exhibitor Appointed Contractor (EAC) is any contractor other than an Official Contractor that provides a service to an Exhibitor within his exhibit space. EAC's are independent contractors hired by exhibiting companies to perform services such as labor to build or dismantle their booth, booth supervision, booth design, independent display companies, delivery personnel, technicians, etc. An EAC will be granted access to the exhibit floor ONLY if the *EAC Request Form* and *Certificate of Insurance* have been received and approved by the World Millwork Alliance (WMA), aka Association of Millwork Distributors, and Show Management; and the EAC has met the WMA badging requirements. There will be no exceptions.

An Exhibitor setting up his/her own booth must provide 'Exhibitor' badges for all of their set-up and dismantling staff.

How to register your EAC

1. Submit an EAC request form to WMA. This completed form must come from the exhibiting company and not from the Exhibitor Appointed Contractor.

2. Submit an original Certificate of Insurance to WMA. Fax copies are NOT acceptable. A sample Certificate of Insurance is located within the document. Insurance requirements should include the following in the provided certificate of insurance: 1) Commercial General Liability with a limit not less than \$1,000,000 per occurrence/aggregate including coverage for bodily injury, property damage, products and completed operations, operation of mobile equipment, persona/advertising injury liability and contractual liability, alcohol liability; 2) Workers' Compensation and employer's liability insurance in compliance with the requirements of the state where the Exposition is held; 3) Automobile Liability insurance with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Commercial General Liability and Automobile Liability insurance policies shall name as additional insureds WMA, its directors, officers, members, employees, agents and for the Charlotte Convention Center. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to Show Management, shall be furnished to Show Management sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without thirty (30) days' notice to Show Management.

3. Official Contractor must be notified. Exhibitors using agent representatives, for whom a request for exception has been made and approved by WMA, must supply the Freeman Companies with an address and phone number. If the EAC will order services on behalf of an exhibitor, the exhibitor must also provide Freeman with the Third-Party Authorization Form located in the Order forms section.



Connections that Matter.

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EAC approval is subject to the following:

1. Approval will be granted only in cases where permission has been requested in writing by the Exhibitor using the appropriate request form and received by the **World Millwork Alliance, 10047 Robert Trent Jones Parkway, New Port Richey, FL 34655, no later than September 7, 2017.** Any request received after this date will be on a supervision basis only, in which case the Exhibitor must use the Official Contractor's labor.
2. The unpacking, erection, assembling, dismantling and packing of displays and equipment must be done by the correct type of Union labor.
3. All contractors must use union labor and abide by union jurisdiction in force at the time of the Exposition. An exception will be granted only if it will not interfere with or prejudice the orderly setting up, interim services, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments and obligations assumed by the WMA in its agreement with the lessor of the exhibition space or in any contract with the Official Contractors. For services, such as electrical, plumbing, telephone, rigging, material handling (including all movement of material and equipment), and booth cleaning, no exception will be made and the Official Contractor must be used.

Badges for EAC Personnel

Set Up Badges - WMA requires all EAC personnel to wear a WMA "set up" badge to gain access to the exhibit floor. Hall security will not allow access into the exhibit hall without an approved WMA badge. Special designated "set up" badges are available at the WMA registration desk.

Rules Governing Use of EAC's

Should you use the services of an Exhibitor Appointed Contractor (EAC), the following requirements must be complied with:

1. If you use an EAC (someone other than Freeman Decorating Company) to install and dismantle your display, please be sure that they are aware of the Exhibitor Set-up and Dismantling dates. This schedule will be strictly enforced.
2. EAC's must not solicit business on the show floor and must confine their work to the exhibit area of their client(s).
3. EAC's must comply with labor agreements and practices and must not commit any acts that could lead to work stoppages, strikes, or labor problems.
4. Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of tape and other remnants of use.)
5. EAC's used to set-up your display must be familiar with the installation and dismantling section of your Exhibitor Service Kit.
6. It is the Exhibitor's responsibility to advise its Exhibitor Appointed Contractor (EAC) of all of the above. Each exhibitor that is using an EAC is advised to request that a copy of the Exhibitor Service Kit be sent to the EAC or be accessed from Freeman.

Sample Certificate of Insurance

An **original** certificate of insurance which conforms to the standards indicated below must be submitted by all exhibitors requesting approval for an EAC. **Original Forms need to be mailed to: World Millwork Alliance, ATTN: Show Management, 10047 Robert Trent Jones Parkway, New Port Richey, FL 34655 before September 7, 2017.**

* NOTE: ALL DATES MUST INCLUDE COVERAGE DURING MOVE-IN, SHOW DAYS AND MOVE-OUT (October 7 -12, 2017).

CONTRACTOR'S INSURANCE COMPANY ISSUING THIS CERTIFICATE

CONTRACTOR'S COMPANY NAME, SUBSIDIARY NAMES, OR D.B.A. NAMES AND ADDRESS

* POLICY NUMBERS

* POLICY DATES FROM/TO

POLICY NUMBERS

* POLICY DATES FROM/TO

MUST BE INCLUDED

ADD NAMES

ACORD CERTIFICATE OF INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY LETTER	A
COMPANY LETTER	B
COMPANY LETTER	C
COMPANY LETTER	D
COMPANY LETTER	E

COVERAGES

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND LIMITATIONS OF SUCH POLICIES.

COVERAGE	POLICY NUMBER	POLICY PERIOD (FROM-TO)	AGGREGATE LIMIT (THOUSANDS)	EXCESS LIMIT (THOUSANDS)	ADDITIONAL
GENERAL LIABILITY					
<input type="checkbox"/> COMPREHENSIVE FORM <input type="checkbox"/> REVENUE PROTECTION <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> PRODUCTS & COMPLETED OPERATIONS <input type="checkbox"/> CONTRACTUAL <input type="checkbox"/> NONEMPLOYMENT CONTRACTORS <input type="checkbox"/> BROAD FORM PROPERTY DAMAGE <input type="checkbox"/> PERSONAL INJURY				BODILY INJURY \$ \$ PRODUCTS & COMPLETED OPERATIONS \$ \$ PERSONAL INJURY \$ \$	
AUTOMOBILE LIABILITY					
<input type="checkbox"/> OWN AUTO <input type="checkbox"/> ALL OWNED AUTOES (PRIV. PASS) <input type="checkbox"/> ALL OWNED AUTOES (OTHER THAN PRIV. PASS) <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NONOWNED AUTOES <input type="checkbox"/> HIREN LIABILITY				BODILY INJURY \$ \$ PROPERTY DAMAGE \$ \$ BIL. & PR. COMBINED \$ \$	
EXCESS LIABILITY					
<input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				BIL. & PR. COMBINED \$ \$	
WORKERS' COMPENSATION					
<input type="checkbox"/> EMPLOYERS' LIABILITY				STATUTORY \$ \$ EXCESS POLICY LIMIT \$ \$	
OTHER					

DESCRIPTION OF OPERATIONS/LOCATION-SPECIFIC SPECIAL TERMS

CERTIFICATE HOLDER

Texas Association of Builders
 Attn: Exposition Sales
 313 E. 12th Street, Suite 210
 Austin, Texas 78701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

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