Exhibitor Appointed Contractors (EACs)

What is an EAC?

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, models, photographers, computer technicians, ANY SERVICE in your booth. It is the Exhibitor’s responsibility to advise its Exhibitor Appointed Contractor (EAC) of all of the following.

NOTE: 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 WMA. There will be no exceptions.

Questions regarding EAC’s should be directed at asmith@worldmillworkalliance.com

Request to use an EAC and Certificate of Insurance Coverage

If you intend to use contractors other than the WMA’s Official Show Management, Freeman, to assist in setting up or doing any other work in your booth then you MUST complete the following:

1. **Exhibitors** must submit the WMA EAC Request form to WMA. This form is submitted by exhibitors and identifies the EAC’s they wish to use. **EAC Request forms are due August 31, 2020.** If correct information is not submitted by this date, there is the chance that the contractor will not be permitted on the show floor.

2. The **EAC MUST submit** (to WMA) an original **Certificate of Insurance. Faxed copies are NOT acceptable.** The Certificate of Insurance is a General Liability Insurance Certificate and may include other required insurances; naming: World Millwork Alliance; its Directors, Officers, Agents and Employees; and the Mobile Convention Center and the City of Mobile as additional insured from **October 5 through October 8, 2020.** The EAC shall, at its sole cost and expense, procure and maintain through the term of the 2020 WMA Annual Convention & Tradeshows, comprehensive general liability insurance against claims for Bodily Injury and Property Damage occurring in or upon or resulting from the premises leased by WMA; in addition to following required insurance coverage: 1) Workers’ Compensation and employer’s liability insurance in compliance with the requirements of the state where the Exposition is held; 2) Comprehensive General Liability insurance with limits not less than $1,000,000 each occurrence, $2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); 3) Automobile Liability insurance shall be acquired for all owned, non-owned, hired, and leased vehicles of Licensee and unloading operators, including the loading and unloading thereof with limits not less than $1,000,000 each occurrence combined single limit for bodily injury and property damage. Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds WMA, its directors, officers, members, employees and agents; and Employer's Liability Insurance-coverage shall be laced with limits of not less than $1,000,000 per incident. View the sample of the **Certificate of Insurance.**
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.

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. See insurance coverage requirements. View sample of Certificate.

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.

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 August 4, 2020. 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

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

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.

How to register your EAC

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.
Exhibitor Appointed Contractor (EAC) Request Form

Deadline: August 4, 2020

- 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: asmith@WorldMillworkAlliance.com
Sample Certificate of Insurance

An original Certificate of Insurance (COI) which conforms to the standards indicated below must be submitted no later than August 4, 2020, by all exhibitors and their Exhibitor Appointed Contractors (EAC’s).

* NOTE: ALL DATES MUST INCLUDE COVERAGE DURING MOVE-IN, SHOW DAYS AND MOVE-OUT (October 5-8, 2020)* See sample below.

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**CERTIFICATE OF LIABILITY INSURANCE**

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

IMPORTANT: If the certificate holder is an additional insured, the policy(ies) must be endorsed. If subrogation is waived, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**

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<td>WORLD MILLWORK ALLIANCE; ITS MEMBERS, DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES; MOBILE CONVENTION CENTER AND CITY OF MOBILE; AND FREEMAN ARE TO BE LISTED AS ADDITIONALLY INSURED FROM OCTOBER 5TH THROUGH OCTOBER 8TH, 2020.</td>
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World Millwork Alliance
10047 Robert Trent Jones Pkwy,
New Port Richey, FL 34655

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