

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 to asmith@worldmillworkalliance.com

Request to use an EAC

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 September 27, 2024.** 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) a written statement setting forth the identity and intended use of the EAC, an original **Certificate of Insurance**. The Certificate of Insurance is a General Liability Insurance Certificate naming **World Millwork Alliance; its Directors, Officers, Agents and Employees; the Henry B. Gonzalez Convention Center and City of San Antonio, and Freeman** as additional insured from **October 6-9, 2024**. The EAC shall, at its sole cost and expense, procure and maintain through the term of the 2024 WMA Millwork Convention & Tradeshow, evidence of workers' compensation insurance in the minimum amount of one million dollars (\$1,000,000) covering all operations; and automobile liability insurance in a minimum amount of one million dollars (\$1,000,000) covering all owned, hired, and non-owned vehicles.