



2019 Service Manual Exhibitor Appointed Contractor

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What is an Exhibitor Appointed Contractor?

An Exhibitor Appointed Contractor (EAC) is any company other than designated official contractors listed in this service manual which provide a service (booth installation/dismantling, florists, photographers, audio/visual, etc.), and require access to your exhibit during standard labor hours.

You do NOT need to submit an EAC Approval Request if you are using service providers listed in our service manual.

You DO need to submit an EAC Approval Request if you are using any other service provider. Note that some services are exclusive and EAC requests will be denied based on exclusivity, including material handling, booth cleaning, electricity, catering, internet, etc.

Failure to complete registration with EACA and McCormick Place will prohibit the EAC from accessing the show floor and/or servicing EAC's client.

EACA Registration

The Exhibitor Appointed Contractor Association (EACA) has been selected to assist WEF with the registration and badging of EACs. **Registration with both EACA and McCormick Place must be completed by August 23, 2019.**

Register Online with EACA

Registering your EAC at <https://app.eacashows.com/app/signin/> is the most convenient and timely way to ensure your EAC selection.

1. Visit www.eacashows.com and use the Exhibitor Sign In box to the right.
2. From the drop-down show menu, select "WEFTEC 2019".
 - User ID is Exhibitor ID
 - Primary Contact Email is required
 - Password is Booth Number
3. Continue by following the steps noted on your screen.

If you do not know your login information, please contact Megan Vance, EAC Registration Coordinator at megan@eaca.com, or directly at (541) 306-3863.

Register by Form with EACA

Online registration is preferred, however, hard copies of forms can be accepted. Forms may be obtained by contacting EACA directly.

[Register with McCormick Place](#)

For questions about registering with McCormick Place, please contact Natalie Moten, at nmoten@mccormickplace.com or directly at (312) 791-6496.

International EACs

If you plan to hire an EAC from outside of the United States, **you must notify Show Management no later than July 19, 2019**. Requests will be reviewed on a case by case basis and approval to use an International EAC is not guaranteed.

[Notify Show Management](#)

Liability and Insurance

EACs will not be approved or allowed on the show floor without **a correct and current Certificate of Insurance**. The EAC agrees to carry personal injury, property damage liability, worker's compensation insurance, and comprehensive automotive liability insurance, and agrees to provide WEF with an original valid insurance by August 23, 2019, maintained in a financially sound insurance company admitted and licensed to provide insurance in the state the EAC was domiciled for the following minimum coverage:

Comprehensive General Liability (Broad Form) OR Commercial General Liability

- \$2,000,000.00 for bodily injury
- \$1,000,000.00 for property damage

Comprehensive Automobile Insurance covering any owned, not owned/hired and hired self-propelled vehicles of the type for use on and off the McCormick Place complex. Coverage should include loading and unloading hazards

- \$1,000,000.00 for property damage

Worker's compensation and occupational disease insurance in full compliance of all Federal and State laws covering all employees and Independent Contractors.

Additional Insureds

- Water Environment Federation, SMG, Metropolitan Pier and Exposition Authority, the Chicago Park District, and their agents, trustees, officers, board members and employees

Certificate Holder should be listed as:

Water Environment Federation
601 Wythe Street
Alexandria, VA 22314

Thirty (30) days prior written notice of cancellation and proof of replacement coverage meeting the same conditions expressed above. Any other coverage as may be required by WEF from time to time shall be obtained on demand.

To submit your EAC Certificate of Insurance (COI), please email Megan Vance, EAC Registration Coordinator at megan@eaca.com.

Rules and Regulations

All EACs are required to read and adhere to all rules and regulations as provided for WEFTEC exhibitors:

- [WEFTEC License Agreement](#) including the complete referenced [WEFTEC Exhibitor Service Manual](#)
- [IAEE Guidelines for Display Rules and Regulations](#)
- [WEFTEC Exhibitor Display Guidelines](#)

Work Passes/Wristbands

All EAC personnel must have a work pass/wristband in order to gain access to the exhibit hall. No one will be admitted to the show floor without the proper credentials. When ordering work passes, include labor and supervisory personnel in your request. Work passes are for employees of the EAC and are to be worn at all times during installation and dismantle. All work passes will be distributed onsite at the Security Desk, located at the entrance of the South Hall.