

**Collection Systems and Stormwater  
Conference  
Portland, OR**

**Due: June 9, 2026**

**Exhibitor Appointed Contractor (EAC) Agreement**

Any EAC performing work at Collection Systems and Stormwater Conference  
2026 must complete and return this form to [expoinfo@wef.org](mailto:expoinfo@wef.org)

This Agreement ("Agreement") is between the Water Environment Federation (WEF), the owner of Collection Systems and Stormwater 2026, and \_\_\_\_\_, hereinafter referred to as the EAC. EAC is acting on behalf of the clients, exhibitors, and booths listed below Collection Systems and Stormwater 2026 held at the Oregon Convention Center, July 8-11, 2026.

Company Name	
Address	City, State, Zip/Postal Code
On-site Contact Person	
Phone	Email
<p><b>Approval to work will not be granted until Show Management has received the following:</b></p> <p><input type="checkbox"/> Letter of Intent from Exhibitor using your service</p> <p><input type="checkbox"/> Signed EAC Agreement</p> <p><input type="checkbox"/> Certificate of Insurance from EAC, details on page 2</p> <p><b>All EAC personnel must be badged to gain access to the exhibit hall(s). No individuals will be allowed on the show floor without proper credentials.</b></p>	

Please indicate all exhibitors you are representing at the Collection Systems and Stormwater Conference (CSSW) 2026. Use a separate sheet for listing additional exhibitors, if necessary.

	Exhibiting Company Name	Booth #
1		
2		
3		

**EAC MUST ABIDE BY ALL THE RULES AND REGULATIONS**

**Definitions**

**EAC Rules and Regulations**

**I. Definitions**

- a. The term "Event" refers to Collection Systems and Stormwater Conference (CSSW) 2026 located in Portland, OR, July 8-11, 2026.
  - b. The term "exhibit halls" refers to the Oregon Convention Center, the physical show location where this Event is being held.
2. The EAC acknowledges that they have read and agree to abide by all rules and regulations regarding the operation of this event including the exhibitor service manual.
- 3. The EAC agrees**
- a. To remove all gang boxes, ladders, or other equipment from the aisle or other common areas by the close of work hours. The EAC is permitted to store equipment in the exhibitor's booth only.
  - b. Not to operate a service desk of any type within the exhibit hall.
  - c. To abide by the fire and safety regulations, all other prevailing regulations of governmental agencies and the exhibit hall.
  - d. To abide by the rules and regulations of the Event as set forth or amended by WEF.
4. The EAC affirms that they have confirmed work orders from all exhibitors listed above, and that they will not in any manner solicit work from other exhibitors or booths in this show under any circumstances. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities shall be located within the exhibit facilities contracted by WEF. Show aisles and public space are not considered part of the booth area. The EAC may not, under any circumstances, solicit business on the show floor.
5. The EAC further agrees that WEF may expel them from the premises at any time should they be found to be working in any exhibitor's booth not listed above unless authorized in advance by WEF.

**6. Insurance**

- a. The EAC agrees to carry personal injury, property damage liability, and worker's compensation insurance, and agrees to provide WEF with an original valid insurance by June 9, 2026, maintained in a financially sound insurance company admitted and licensed to provide insurance in the state where the EAC is domiciled for the following minimum coverage:
- b. Worker's compensation, employee, and employer's liability coverage in full compliance with all laws covering EAC's employees and all temporary labor hired to perform work on this event.
- c. Comprehensive general liability insurance against claims for single limit bodily injury or death and property damage coverage, contractual liability coverage, products liability coverage and with completed operations coverage in the amount of One Million Dollars (\$1,000,000) for each occurrence/Two Million (\$2,000,000) annual aggregate.
- d. Comprehensive automotive liability coverage, including hired and non-owned auto of not less than One Million Dollars (\$1,000,000) each occurrence.

- e. Water Environment Federation, The Mayor and City Council of Portland, the Oregon Convention Center, its employees, its elected/ appointed officials, employees, and agents must be listed as additional insured on all policies of insurance coverage.
- f. 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.

**7. Hold Harmless**

- The EAC agrees to indemnify and hold harmless Water Environment Federation, The Mayor and City Council of Portland, the Oregon Convention Center, its employees, its elected/ appointed officials, employees, and agents, trustees, officers, and board members from any and all liability, claims, losses, liabilities, and expenses, including without limitation, reasonable legal, accounting, consulting, engineering, and other expenses, which may be imposed upon or incurred by WEF, or asserted against WEF, its successors or assigns, by any other party or parties (including, without limitation, a governmental entity), in any way arising out of or in connection with EAC's occupancy or use of the exhibit hall and with regard to an act, omission, negligence or misconduct on the part of the EAC or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or any other person entering upon the exhibit hall leased hereunder with the express or implied invitation or permission of EAC.
- 8. The EAC agrees that they will work in the hall only between the hours specified by WEF and will abide by all badging rules established by WEF.
  - 9. The EAC agrees to abide by all existing union contracts, regardless of dispute from a prior work engagement. Any dispute causing injury of any kind to WEF, its agents, contractors, exhibitors or attendees will be the full responsibility of the EAC including, but not limited to, all consequential damages arising out of such a dispute.
  - 10. WEF has no responsibility whatsoever for any property at the event or any financial obligation of the EAC under any circumstances.
  - 11. Any disputes arising out of this Agreement will be judged under the laws of the Commonwealth of Virginia.
  - 12. The EAC will refrain from placing an undue burden on the exhibition service contractor, Freeman, by interfering in any way with their work.
  - 13. The EAC agrees to pay all reasonable costs incurred by the exhibition service contractor in connection with the EAC's operation that would not have been incurred otherwise.
  - 14. The EAC will cooperate fully with the exhibition service contractor and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by WEF in any contracts with its official contractors.
  - 15. All EAC's and their labor must be badged through Show Management. **NO ONE WILL BE ALLOWED ON THE SHOW FLOOR WITHOUT PROPER IDENTIFICATION.**

The EAC agrees that failure to abide by any and all rules stated above or created by Show Management prior to or during the Event is cause for expulsion from the exhibit hall, and that Show Management has final authority over all such matters. EAC also agrees to convey these rules and regulations to all staff working on the Residuals, Biosolids and Treatment Technology (RBTT) 2026 show floor.

This Agreement represents the entire agreement and each party acknowledges receipt of a copy of this Agreement. The EAC is responsible for reviewing the Collection Systems and Stormwater Conference (CSSW) 2026 Exhibitor Service Manual located in the Exhibitor Resource Center.

**EAC (print company name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_