



## Exhibitor Appointed Contractor Process

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.

PAX East recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, show Rules & Regulations, etc).

## EAC Check-In (Eastern Time Zone)

- All contractors, event related contractors, General Service Contractors (GSC), Installation and Dismantling Contractors (I&D) and Exhibitor Appointed Contractors (EAC), are required to enter the BCEC through the southwest entrance adjacent to the South Parking Lot for credential processing.
- Individuals picking up event credentials must show a valid form of photo identification (driver license, passport, ESCA badge). Entry will be denied for anyone not able to present a valid form of ID.
- Photo IDs shall be always worn on the outermost garment by the contractor’s employee while he/she is in the facility. This entry and credentialing process shall be repeated for all contractors entering the facility each day, at all labor calls.
- Exhibit hall access wristbands can be picked up beginning on Tuesday, May 6, at 8:00 AM.

## Move-in and Move-out Schedule (Eastern Time Zone)

EACs are only allowed on the show floor during move-in and move-out hours.

### Move-In:

- Tuesday, May 6 ..... 8:00 AM – 6:00 PM
- Wednesday, May 7 ..... 8:00 AM – 9:00 PM

### Show Days:

- EACs are not allowed in the exhibit hall during show hours

### Move-Out:

- Sunday, May 11..... 6:00 PM – 10:00 PM
- Monday, May 12..... 8:00 AM – 5:00 PM
- Tuesday, May 13..... 8:00 AM – 12:00 PM



## EAC Registration Process

### **Exhibitor Completes: EAC Designation**

1. Exhibitors must designate their EAC(s) no later than **April 7, 2025**. Designations MUST be made using the online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.

**[CLICK HERE](#) and select Confirm EAC to complete the EAC Designation Process**

### **EAC Completes: EAC Registration Process**

2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents, which are **due April 7, 2025**.

### **EACs will NOT be allowed on the show floor unless all of the requirements are satisfied:**

- EAC must pay a fee of \$300 for each booth you are providing services or products for. Payment will be submitted via the online EAC portal.
- EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the EAC Rules & Regulations.
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined below the EAC Rules & Regulations.

#### **The EAC must upload the COI via the online portal with the following coverages:**

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in coverage for products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: PAX East, Reed Exhibitions a division of RELX Inc., Freeman Expositions, LLC, the Massachusetts Convention Center Authority, and its parent company, subsidiaries, affiliates, officers, employees, agents, and representatives.
- COI must include the complete facility access dates of May 6-13, 2025.
- The certificate holder must be listed as: Reed Exhibitions a division of RELX, Attn: PAX East, 401 Merritt 7, 5<sup>th</sup> Floor, Norwalk, CT 06851.

### **Boston Convention & Exhibition Center Labor List Requirements**

- Labor Lists: The Contractor Company Supervisor is responsible for emailing labor lists to the Public Safety Manager ([BCECLaborList@signatureboston.com](mailto:BCECLaborList@signatureboston.com)) as soon as possible, but no later than 5:00 p.m. of the day before the labor call. In the case of weekend/Monday labor calls, Saturday, Sunday and Monday labor lists must be received no later than 5:00 p.m. on Friday. These labor lists must be submitted in a spreadsheet format include the date(s), time(s) and event name that the list applies to, and must be sorted in alphabetical order, last name, first name, middle initial.