

Orlando, FL

Conference: Nov. 15 – 18, 2021
Trade Show: Nov. 16 – 19, 2021

www.IAAPA.org/IAAPAE expo



The Global Attractions Industry's Premier Event

EXHIBITOR APPOINTED CONTRACTORS (EAC'S)

An Exhibitor Appointed Contractor (EAC) is defined as any service contractor that is **not** an official service provider for the Trade Show. Examples include: set-up/tear-down, I&D contractors, audio-visual, floral, etc. Refer to the Official Contractors list under General Information in the Exhibitor Services Guide. Exhibitors that are constructing their own booth are NOT EAC's.

EXCLUSIVE SERVICES

Orange County Convention Center (OCCC) – Aerial rigging and utilities
SmartCity – Internet
Centerplate – Catering
Freeman – Freight handling
TNT Convention Services – Security
Steven Miller Photography – Exhibitor videography and photography (non-press related)

EAC's will be permitted on the show floor provided they:

- Comply with all show guidelines noted on the [exhibit contract](#) and within the [Exhibitor Services Guide](#).
- Register through the [EAC site](#) and provide contact information.
- Sign the IAAPA-EAC Agreement (detailed on the following pages) through the [EAC site](#).
- **Submit their insurance certificate through the [EAC site](#).** Minimum coverage requirements are:
 - Workers Compensation Insurance – Minimum \$1 million
 - Commercial General Liability General Aggregate – Minimum \$2 million aggregate and \$1 million per occurrence
 - Automobile Liability (covering all owned, hired and non-owned vehicles) – Minimum \$1 million

The policies for General Liability and Automobile Liability shall include the following wording:

IAAPA, Orange County Convention Center, Freeman, their entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees, are additionally insured for IAAPA Expo 2021, November 11-21, 2021

- Order wristbands for move-in and move-out through the [EAC site](#). EAC's must check in with security on-site to pick-up wristbands to have access to the trade show floor during move-in and move-out. Contractor check-in is at the South Employee Entrance and North Employee Entrance in the North and South buildings.

No EAC will be allowed to work on the show floor without registering through the Exhibitor Appointed Contractor Registration site and providing IAAPA with their Certificate of Insurance.

Once an EAC registers, the exhibitor is required to approve the EAC through the [Exhibitor Registration](#) site. Exhibitors should login and click the EAC Management tab. EAC's and those who will be accessing the hall to assist with exhibitor move-out on Friday, Nov. 19 will not be permitted on the show floor until 5:00 p.m. to allow attendees to exit the show floor and Freeman to roll up the aisle carpet. We appreciate your patience and understanding!

The deadline to register and provide documentation is Oct. 8. Penalties apply for late submissions.

EAC-IAPPA AGREEMENT

o The term “Event” refers to the IAAPA Expo 2021 held in Orlando, Florida November 11-21, 2021, (including move-in and out dates).

O The term “exhibit hall” refers to the following physical locations where the Event is being held: Orange County Convention Center, North and South Building, North Parking Lot.

O The term “vehicles” refers to all types of motor-driven carts, automobiles, trucks, tractors, etc.

- EAC must remove all gang boxes, ladders or other equipment from the aisle or other common areas by 5:00 p.m. on Monday, November 15 as stated in the IAAPA Contract Terms. The EAC is permitted to store equipment in the Exhibitor’s booth only during installation and dismantle. All equipment needs to be removed from the booth by November 15, in preparation for show opening.
- EAC may not to operate a service desk within the exhibit hall. The EAC must confine its operations with the Exhibitor’s booth space.
- Each EAC must have a true and valid order for service from an exhibitor in advance of the Expo’s first move-in day. EAC may not, under any circumstances, solicit business on the trade show floor.
- Any property of the EAC not removed at the close of working hours is left at their own risk. Further, any such property may be moved, removed or stored at the EAC’s expense if it is considered for any reason by IAAPA to interfere with any aspect of the move-in or move-out. IAAPA reserves the right to require payment for returning said property.
- To maintain safety and relieve congestion on the trade show floor, EACs and Exhibitors are not permitted to have electric carts or scooters in the building at any time.
- The operation or use of motorized or mechanical material handling equipment by exhibitors or their appointed contractors is prohibited.
- EAC must abide by the fire and safety and exhibit hall regulations, along with all other prevailing rules and regulations as set forth or amended by IAAPA and their general service contractor, Freeman.
- Exhibitors, representatives of an exhibitor or EACs who work past the published move-in hours will need to fill out a Special Time Work Permit on-site in the Operations Office.
- EACs are not allowed on the trade show floor during show hours. If an EAC needs access during show hours their exhibitor must register them for an exhibitor badge.
- Exhibitors are required to return their booth space in the same manner it was received. Exhibitors are to arrange with their EAC the removal of all trash from the exhibitor space after dismantling. IAAPA reserves the right to charge the exhibiting company for any excess trash removed from the booth by the contracted cleaning company.
- EAC will be trespassed from the premises if:
 - o the EAC is found to be working in any Exhibitor’s booth not listed on the EAC Agreement, unless authorized in advance by IAAPA.
 - o the EAC breach any of the provisions of the EAC Agreement or rules and regulations established by IAAPA.
 - o the EACs participation at the show leads to strikes, picketing or other labor action directed at IAAPA.
 - o the EAC cause other disruptions or unreasonable interference with or inconvenience to IAAPA or any of its customers.
- Each exhibitor must approve the EAC via the [Exhibitor Registration](#) site. EACs may not approve themselves.
- EACs are required to provide a certificate of insurance showing a minimum liability of US\$1 million workers compensation, US\$2 million general aggregate, US\$1 million per occurrence, and US\$1 million automobile liability insurance and name IAAPA, Orange County Convention Center, Freeman, their entities, subsidiaries,

agents, representatives, officers, staff, volunteers and employees, as additionally insured for IAAPA Expo 2021, November 11-21, 2021.

- EACs will order wristbands using the EAC Registration online tool. The EAC wristbands will allow access during move-in and move-out.
- Wristbands must be worn by all workers and supervisors of EACs working on the trade show floor. For security reasons, EACs are not allowed to wear exhibitor badges except during show days.
- Each EAC company responsible for dismantling exhibits at the close of the Expo must have all exhibits dismantled and ready for shipping according to the move-out schedule.
- EACs are not permitted on the show floor until 5:00 p.m. on the first day of move-out.