

NON-OFFICIAL / EXHIBITOR APPOINTED CONTRACTOR

A third-party company that is appointed by an exhibitor as an Exhibitor Appointed Contractor (EAC)/Non-Official Contractor for IAAPA Expo Asia must:

- Comply with all show guidelines noted on the [exhibit contract](#) and within the [Exhibitor Services Guide](#).
- Submit an insurance certificate to AMC prior to **4 May 2019**. The contractors shall make sure that they are fully covered by insurance (Public Liabilities and Employer's Liabilities) in respect of death and injury to any person, or loss or damage to property arising out of the booth construction. The coverage of Insurance should include risks against fire, water, theft, accidents, natural calamities, or any other causes. Requirements are as follows:
 - Workers Compensation Insurance – Minimum US\$1 million (or equivalent currency) per occurrence
 - Commercial General Liability General Aggregate – Minimum US\$2 million (or equivalent currency)
 - Automobile Liability (covering all owned, hired and non-owned vehicles) – Minimum US\$1 million (or equivalent currency)
 - The policies for General Liability and Automobile Liability shall include the following wording:
 - ***IAAPA, The Venetian[®] Macao, AMC (Exhibits) Ltd., APT Showfreight Ltd, their entities, subsidiaries, agents, representatives, officers, staff, volunteers and employees, are additionally insured for IAAPA Expo Asia 2020, 5-12 June 2020.***
 - Exhibitors shall ask their appointed contractors to provide evidence and proof of the above-mentioned insurance policies, and ensure that the insurance policies are fully comprehensive.
 - Exhibitors shall not appoint contractors who fail to provide proof of the required insurance policies.
- Complete [Forms 11A-12](#) and submit with the refundable contractor deposit (Form 11D) to AMC by **4 May 2020**.
- Arrange working passes for the build-up and dismantling period, as detailed below.

CONTRACTORS' WORKING PASS

Contractors Working Pass will be provided by AMC. Please submit [Form 11A-12](#) to AMC and they will be sending you the registration link and login credentials to register your workers' information.

TRANSPORT PASS

A "Vehicle Pass" must be obtained from AMC Exhibits Ltd.

No EAC will be allowed to work on the show floor without submitting the required forms noted above.