



## Exhibitor Appointed Contractors (EACs)

### What is an EAC?

An Exhibitor Appointed Contractor (EAC) is **any contractor** other than an Official Contractor that provides a service to an Exhibitor within his exhibit space. EAC's are independent contractors hired by exhibiting companies to perform services such as labor to build or dismantle their booth, booth supervision, booth design, independent display companies, delivery personnel, technicians, models, photographers, computer technicians, ANY SERVICE in your booth. It is the Exhibitor's responsibility to advise its Exhibitor Appointed Contractor (EAC) of all of the following.

**NOTE:** An EAC will be granted access to the exhibit floor ONLY if the EAC Request Form and Certificate of Insurance have been received and approved by WMA. There will be no exceptions.

Questions regarding EAC's should be directed at [asmith@worldmillworkalliance.com](mailto:asmith@worldmillworkalliance.com)

### Request to use an EAC

If you intend to use contractors other than the WMA's Official Show Management, Freeman, to assist in setting up or doing any other work in your booth then you **MUST** complete the following:

**1. Exhibitors** must submit the WMA EAC Request form to WMA. This form is submitted by exhibitors and identifies the EAC's they wish to use. **EAC Request forms are due August 30, 2019.** If correct information is not submitted by this date, there is the chance that the contractor will not be permitted on the show floor.

**2. The EAC MUST submit** (to WMA) an original **Certificate of Insurance.** The Certificate of Insurance is a General Liability Insurance Certificate naming World Millwork Alliance; its Directors, Officers, Agents and Employees; and the Peppermill Casinos, Inc. as additional insured from **October 5-11, 2019.** The EAC shall, at its sole cost and expense, procure and maintain through the term of the 2018 WMA Annual Convention & Tradeshow, comprehensive general liability insurance against claims for Bodily Injury and Property Damage occurring in or upon or resulting from the premises leased by WMA. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000. View the sample of the **Certificate of Insurance.**

## USING EXHIBITOR APPOINTED CONTRACTOR'S (EACS) & LABOR

An Exhibitor Appointed Contractor (EAC) is any contractor other than an Official Contractor that provides a service to an Exhibitor within his exhibit space. EAC's are independent contractors hired by exhibiting companies to perform services such as labor to build or dismantle their booth, booth supervision, booth design, independent display companies, delivery personnel, technicians, etc. An EAC will be granted access to the exhibit floor ONLY if the *EAC Request Form* and *Certificate of Insurance* have been received and approved by the World Millwork Alliance (WMA), aka Association of Millwork Distributors, and Show Management; and the EAC has met the WMA badging requirements. There will be no exceptions.

An Exhibitor setting up his/her own booth must provide 'Exhibitor' badges for all of their set-up and dismantling staff.

### How to register your EAC

- 1. Submit an EAC request form to WMA.** This completed form must come from the exhibiting company and not from the Exhibitor Appointed Contractor.
- 2. Submit an original Certificate of Insurance to WMA. Fax copies are NOT acceptable.** A sample Certificate of Insurance is located in the back of this section. The Certificate of Insurance is a General Liability Insurance Certificate in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming WMA; its Members, Directors, Officers, Agents and Employees; and Peppermill Casinos, Inc. as additional insured from October 6-11, 2019. The EAC shall, at its sole cost and expense, procure and maintain through the term of the 2019 WMA Annual Convention & Tradeshow, comprehensive general liability insurance against claims for Bodily Injury and Property Damage occurring in or upon or resulting from the premises leased by WMA. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than \$1,000,000.
- 3. Official Contractor must be notified.** Exhibitors using agent representatives, for whom a request for exception has been made and approved by WMA, must supply the Freeman Companies with an address and phone number. If the EAC will order services on behalf of an exhibitor, the exhibitor must also provide Freeman with the Third-Party Authorization Form located in the Order forms section.

### EAC approval is subject to the following:

1. Approval will be granted only in cases where permission has been requested in writing by the Exhibitor using the appropriate request form and received by the **World Millwork Alliance, 10047 Robert Trent Jones Parkway, New Port Richey, FL 34655, no later than August 30, 2019.** Any request received after this date will be on a supervision basis only, in which case the Exhibitor must use the Official Contractor's labor.
2. The unpacking, erection, assembling, dismantling and packing of displays and equipment must be done by the correct type of Union labor.
3. All contractors must use union labor and abide by union jurisdiction in force at the time of the Exposition. An exception will be granted only if it will not interfere with or prejudice the orderly setting up, interim services, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments and obligations assumed by the WMA in its agreement with the lessor of the exhibition space or in any contract with the Official Contractors. For services such as electrical, plumbing, telephone, rigging, material handling (including all movement of material and equipment), and booth cleaning, no exception will be made and the Official Contractor must be used.

## **Badges for EAC Personnel**

**Set Up Badges** - WMA requires all EAC personnel to wear a WMA “set up” badge to gain access to the exhibit floor. Hall security will not allow access into the exhibit hall without an approved WMA badge. Special designated “set up” badges are available at the WMA registration desk.

## **Rules Governing Use of EAC's**

Should you use the services of an Exhibitor Appointed Contractor (EAC), the following requirements must be complied with:

- 1.** If you use an EAC (someone other than Freeman Decorating Company) to install and dismantle your display, please be sure that they are aware of the Exhibitor Set-up and Dismantling dates. This schedule will be strictly enforced.
- 2.** EAC's must not solicit business on the show floor and must confine their work to the exhibit area of their client(s).
- 3.** EAC's must comply with labor agreements and practices and must not commit any acts that could lead to work stoppages, strikes, or labor problems.
- 4.** Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of tape and other remnants of use.)
- 5.** EAC's used to set-up your display must be familiar with the installation and dismantling section of your Exhibitor Service Kit.
- 6.** It is the Exhibitor's responsibility to advise its Exhibitor Appointed Contractor (EAC) of all of the above. Each exhibitor that is using an EAC is advised to request that a copy of the Exhibitor Service Kit be sent to the EAC or be accessed from Freeman.



## 2019 WMA ANNUAL CONVENTION & TRADESHOW

# Exhibitor Appointed Contractor (EAC) Request Form

**Deadline: August 30, 2019**

- An Exhibitor Appointed Contractor (EAC) is any contractor other than the Official Contractor providing a service to an Exhibitor within his exhibit space, including (but not limited to) Models, Photographers, Florists, etc. as well as Installation/Dismantling Labor. Exhibitors wishing to get approval to use an EAC must fill out this form and return it to WMA along with an original certificate of insurance prior to the above deadline. (See sample certificate of insurance that follows.)
- For services such as electrical, plumbing, telephone, rigging, material handling (including all movement of material and equipment) booth cleaning and catering, no exception will be made and the Official Contractor must be used.

Exhibiting Company Name: \_\_\_\_\_

Booth No.: \_\_\_\_\_ Form Submitted By: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Type of Work: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Return to: World Millwork Alliance**


Attn: Show Management  
10047 Robert Trent Jones Parkway  
New Port Richey, FL 34655  
Phone: (727) 372 – 3665  
Fax: (727) 372-2879  
Email: [asmith@WorldMillworkAlliance.com](mailto:asmith@WorldMillworkAlliance.com)

# Sample Certificate of Insurance

An **original** Certificate of Insurance (COI) which conforms to the standards indicated below must be submitted no later than **August 30, 2019**, by all exhibitors and their Exhibitor Appointed Contractors (EAC's).

**\* NOTE: ALL DATES MUST INCLUDE COVERAGE DURING MOVE-IN, SHOW DAYS AND MOVE-OUT (October 6-11, 2019).**

**ADD NAMES**  
 DATE (MM/DD/YYYY)



## CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                             |  |
|-----------------------------|--|
| PRODUCER<br><br><br>INSURED | CONTACT NAME:<br>PHONE (A/C, No, Ext):<br>E-MAIL ADDRESS:<br>FAX (A/C, No):<br>INSURER(S) AFFORDING COVERAGE<br>NAIC #<br>INSURER A:<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |
|-----------------------------|--|

**INSURANCE COMPANY ISSUING THIS CERTIFICATE** →

**COMPANY NAME, SUBSIDIARY NAMES OR D.B.A. NAMES AND ADDRESS** →

| COVERAGES   | CERTIFICATE NUMBER: 1257137535  | REVISION NUMBER:   |
|---|---|--|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |   |  |
| INSR LTR  | TYPE OF INSURANCE   | LIMITS   |
| A   | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMPIOP AGG \$<br>\$ |
| A   | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS                           | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                    |
| B   | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED. / RETENTION \$   | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$   |
| C   | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Y/N) N/A<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | PER STATUTE    OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |

**POLICY NUMBERS** →

**POLICY DATES FROM/TO \*** →

**POLICY NUMBERS** →

**POLICY DATES FROM/TO \*** →

**MUST BE INCLUDED!** →

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 

World Millwork Alliance; its Members, Directors, Officers, Agents, and Employees; Peppermill Casinos, Inc.; and Freeman are listed as additionally insured from October 6-11, 201

|  |   |
|--|---|
| CERTIFICATE HOLDER<br><br>World Millwork Alliance<br>10047 Robert Trent Jones Pkwy.<br>New Port Richey, FL 34655 | CANCELLATION<br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE |
|--|---|

