



Deadline Date: March 15, 2024

Exhibitor Appointed Contractor (EAC) Notification/Work Authorization Form
(Please submit a separate form for EACH contractor)

Exhibitor Appointed Contractors (EACs) or Independent Contractors are hired by exhibiting companies. An EAC will only be granted access to the expo hall if ACC expo management has received an EAC Notification/Work Authorization Form and a valid Certificate of Insurance. There will be no exceptions.

Exhibiting companies must notify show management of **all** EACs who will be working on or supervising their booth no later than **March 15, 2024** by completing and returning an EAC form for **each** of their exhibitor appointed contractors to (email preferred):

American College of Cardiology
Kent Riffert
2400 N Street, NW
Washington, DC 20037-1153
Email: kriffert@acc.org

Exhibitor Information

Exhibiting Company Name: _____ Booth # _____
Exhibitor's Contact Name: _____ Phone: _____
Exhibitor's Email: _____
Signature of Exhibitor: _____ Date: _____

(Email address is needed for messages regarding the show and will not be sold, rented, or otherwise distributed to parties not involved with this event.)

EAC Information

EAC Company Name: _____ Booth # _____
EAC's Contact Name: _____ Phone: _____
EAC's Email: _____ On-site/Mobile #: _____

(Email address is needed for messages regarding the show and will not be sold, rented, or otherwise distributed to parties not involved with this event.)

I/We agree to be bound by the regulations outlined on this form and in the *Rules & Regulations* (available at <https://www.expo.acc.org/ACC24/CUSTOM/pdf/ACC2024Rules.pdf>) and the *Exhibitor Service Kit* concerning the use of Exhibitor Appointed Contractors.

Signature of EAC: _____ Date: _____

Service(s) to be provided by this EAC (check all that apply)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> AV/Computer | <input type="checkbox"/> Floral | <input type="checkbox"/> I&D (Supervision) | <input type="checkbox"/> Models/Booth Staff |
| <input type="checkbox"/> Catering (must have facility approval) | <input type="checkbox"/> Flooring/Carpet | <input type="checkbox"/> Lead Retrieval | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Cholesterol Screening | <input type="checkbox"/> I&D | <input type="checkbox"/> Lighting | <input type="checkbox"/> Other _____ |

Check here if EAC is authorized to order services on Exhibitor's Behalf

Please refer to the Official Contractors listing in the General Information Section of the Service Kit for official and exclusive vendors.

EAC Insurance Certificates

EACs must submit Certificate of Insurance (COI) with the following:

- **Coverage Dates:** Must include April 1 through April 10, 2024 (event dates are April 6-8, 2024)
- **Additional Insured Parties:** American College of Cardiology, Freeman, the Georgia World Congress Center must be named under the General Liability Policy for all aspects of ACC.24
- **Minimum Coverage Amounts:** In accordance with standard industry practice, ALL Insurance Certificates must have the following minimum coverage amounts:

• Aggregate Limit	\$ 2,000,000
• Products/Completed Operations	\$ 1,000,000
• Personal Injury	\$ 1,000,000
• Each Occurrence	\$ 1,000,000
• Fire Damage	\$ 500,000
• Medical Payments	\$ 10,000
• Workers Compensation/Employers Liability	\$ 500,000

(For each accident/disease of employee and disease for policy limit)

Submit COIs by March 15, 2024 to (email preferred):

American College of Cardiology
Kent Riffert
2400 N Street, NW
Washington, DC 20037-1153
Email: kriffert@acc.org

Exhibitor Appointed Contractor (EAC) Regulations

1. Contracts for exhibit space are between the American College of Cardiology and the exhibiting company. Coordination with the EAC is the responsibility of the exhibiting company. The EAC is considered an agent of the exhibiting company and will be held and bound by ACC policies and procedures. The exhibiting company is responsible for the actions of its EAC and is subject to violations incurred by the EAC. EACs which violate ACC policies may subject their clients to a loss of exhibit Priority Points.
2. Service contractors must supply an original Insurance Certificate to ACC as indicated above.
3. Worker buttons for install and dismantle will be distributed on-site at the EAC Check-in Desk staffed by ACC's security contractor beginning Tuesday, April 2. The EAC Check-in Desk will be located at the labor entrance in Building B. During install and dismantle, all EACs must check in daily. During dismantle, EACs will not be permitted to enter the exhibit hall with equipment until after the aisle carpet has been removed on Monday, April 8 no earlier than 2:30 p.m.
4. **Smoking (including e-cigarettes) and alcoholic beverages are not permitted during installation and dismantle.** Face masks may be required of all labor during installation and dismantle.
5. ACC installation and dismantle rules must be followed. Work must be performed within ACC's established deadlines and conducted in a professional manner. **ACC reserves the right to remove EACs who fail to observe show rules and regulations, or whose actions or inactions jeopardize the on-time opening of the expo or whose employees fail to observe the regulations and procedures contained in the Exhibitor Service Kit.**
6. EACs must cooperate with the official contractors, by not interfering with the efficient use of the official contractors' workers. EACs may only provide services which are not designated by the convention center exclusively; or by other exclusive service providers (material handling, utilities). **EACs are not permitted to use or operate electric carts or similar equipment on the exhibit floor at any time.**
7. The use of signs and labor desks except within the client's booth(s) is prohibited.