



MARCH 27–29, 2020
KAY BAILEY HUTCHISON CONVENTION CENTER

EXHIBITOR APPOINTED CONTRACTOR FORM

This form must be completed by any exhibitor who plans to use an independent contractor other than those appointed by FAN EXPO Dallas™. EAC's cannot perform the work of exclusive contractors as listed below. Deadline for submission and the EAC's certificate of insurance is **Monday, February 24, 2020**.

EXHIBITOR INFORMATION

Exhibiting Company Name*

Exhibitor Contact Name*

Exhibitor Phone*

Email*

EXHIBITOR APPOINTED CONTRACTOR INFO (EAC) (FILLED OUT BY EXHIBITOR)

Exhibitor Appointed Contractor*

EAC Address*

City

State/Province

ZIP / Postal

EAC Contact Name*

EAC Contact Phone*

EAC Contact Email*

EAC On-site Contact*

EAC Contact On-Site Cell Phone*

Type of service to be provided *

- Install/Dismantle labour
- Equipment Rental/Set-up
- Booth Design & Supervision
- Other: _____

Attach EAC Certificate of Insurance*

YES NO

Add another contractor*

YES NO

MANDATORY EAC REQUIREMENTS AND REGULATIONS

- **EAC's are NOT ALLOWED to perform or provide services for the following areas: Drayage, Fork and Genie Lift Operations, Overhead Rigging, Electrical Services, Plumbing and Mechanical Services, Telecommunications Services, Booth Cleaning and Catering (F&B).**

-The EAC covenants and agrees to indemnify and hold harmless Informa Canada Inc. and the Kay Bailey Hutchison Convention Center (KBHCC) from and against all claims, demands, charges, losses or damages arising or alleged to arise directly, indirectly or incidentally by reason of any act, omission or operations of the contractor, its officers, employees, agents or anyone for whom the contractor is legally responsible.

-The EAC acknowledges that its equipment and property at the KBHCC is not protected by insurance against fire, theft, vandalism, etc. by the KBHCC and the protection of such is the responsibility of the contractor.

- **EAC's must submit a Certificate of Insurance that meets the following criteria:**

-Comprehensive liability insurance shall provide a minimum limit of two million dollars (\$2,000,000) issued by an insurance company licensed to transact business in North America

Lists the following as additional insured

-Informa Canada Inc. (20 Eglinton Ave W, Suite 1200, Toronto, ON M4R 1K8)

- Kay Bailey Hutchison Convention Center (650 S Griffin St, Dallas, TX 75202)

-EAC's must wear the show-designated Move-in/out badges/wristbands.

- These badges/wristbands are not valid during show hours.

- If the EAC duties require them to service an exhibitor's booth during show days, the exhibitor must provide the EAC with an official exhibitor badge.

- EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work or storage areas.

- **The exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall(ie. Operating Guidelines, Order Forms, Dates, Hours, Shipping Information, Booth Regulations, etc). See the online Exhibitor web page.**

By submitting this EAC form I/we certify that I/we have authorized the EAC named above for services on our exhibit at FAN EXPO Dallas™ 2020. I/we further certify that I/we agree to and accept the EAC Requirements and Regulations. I/we understand that we are responsible for the actions of this EAC while completing services for our exhibit booth.

Signature

Date

Please email completed and signed form to Kelli Bulmer at kelli@fanexpohq.com