

# APTA Combined Sections Meeting

Feb. 15-17 / Boston, MA



## Exhibitor Appointed Contractor: Policies, Procedures, and Notification of Use Form Deadline Nov. 10, 2023

**Due to legal and labor issues, EAC deadlines are firm and cannot be extended. If deadlines are missed, exhibitors must order their services from the American Physical Therapy Association's official contractors. No contractors will be allowed to work in the above-stated exhibitor's booth, at any time, if the American Physical Therapy Association has not received proper notification by the above-stated deadline.**

The American Physical Therapy Association reserves the right to remove an EAC whose actions jeopardize the on-time opening of the exhibit hall or whose employees fail to observe the regulations and procedures in the Prospectus, Service Kit, EAC Policies and Procedures, and Exhibit Space Application/Contract. This includes the American Physical Therapy Association no-smoking policy. Smoking is prohibited in Boston. Lack of compliance will result in a loss of priority points for the exhibiting company and dismissal of the EAC.

The American Physical Therapy Association supports exhibitors' rights to designate their suppliers. To avoid confusion or misunderstanding, we have established the following procedures.

**It is the exhibitor's responsibility to ensure the following procedures are practiced:**

- Exhibitors must notify the American Physical Therapy Association no later than **Nov. 10, 2023**, of their intent to use an exhibitor-appointed contractor. To do so, the EAC Notification of Use Form must be emailed to the APTA Exhibition Services Team at [deborah\\_howley@AFassanoCo.com](mailto:deborah_howley@AFassanoCo.com).
- Each EAC service will require a separate form.
- Incomplete forms will not be accepted.
- Exhibitors must furnish the American Physical Therapy Association with an EAC Notification Form for each individual booth you have in the exhibit hall. Multiple booths are not to be listed on one form.
- EAC can only provide services that are a part of their standard day-to-day business practice, e.g. I&D companies cannot provide floral, AV, etc.
- If an exhibitor appoints a third-party contractor to arrange for all services related to the exhibit, then that third-party contractor assumes the responsibility to notify the American Physical Therapy Association of all EAC who will be used. An individual form must be submitted for third-party contractors, or they will not be allowed to work in the exhibitor's booth.
- Each exhibiting company shall be held responsible for all services provided by an EAC in connection with its exhibit. **Exhibitors should verify with their EAC that a U.S. Proof of Insurance has been submitted to the American Physical Therapy Association by the required deadline, Nov. 10, 2023.**
- Official exhibitor move-in starts Tuesday, Feb. 13, 2024 8:00 a.m.

**It is EAC's responsibility to ensure that the following procedures are practiced:**

- EAC should verify with their clients, the exhibitor, that the EAC Notification of Use Form from the Service Kit has been submitted to the American Physical Therapy Association by **Nov. 10, 2022**.
- An EAC may not submit this form on behalf of the exhibiting company. Any such form will not be accepted.
- **U.S. Proof of insurance must be submitted to the American Physical Therapy Association from the EAC by Nov. 10, 2023.** If an EAC form has been submitted and the American Physical Therapy Association has not received proof of insurance, the exhibitor will be required to use our official contractor for such service. Insurance coverage must include:
  - Proof of worker's compensation providing at least Coverage A statutory limits and Coverage B employer liability limits of a minimum of \$2 million; and which meet the requirements established by the Boston Convention and Exhibition Center.
  - Comprehensive general liability providing at least \$2 million in coverage and naming the following as additional insured:
    - American Physical Therapy Association
    - Boston Convention and Exhibition Center
    - Freeman Exposition Services
    - All Show Management Personnel
- EACs must fully cooperate with the official contractors to efficiently use labor, equipment, space, and time. EACs and their representatives also must abide by the rules and regulations as set forth in the Exhibit Prospectus and Exhibit Service Kit.
- To protect exhibitors and their priority points, EACs are encouraged to carefully review and adhere to all official American Physical Therapy Association's Rules and Regulations. The American Physical Therapy Association's Rules and Regulations can be found on line at [www.afassanoco.com](http://www.afassanoco.com). If EACs do not abide by the Rules and Regulations, exhibitors hiring those contractors will be penalized by loss of priority points.
- Please be advised that the American Physical Therapy Association's **no-smoking policy will be strictly enforced**. Representatives of an EAC who violate this policy will be asked to leave the exhibit hall. Excessive violations by representatives of an EAC may result in revoking the EAC's authorization to work.
- The EAC must have a valid order for service from an American Physical Therapy Association exhibitor prior to arriving on site at the convention center. **Solicitation of business on the show floor is strictly prohibited.**

**Incomplete forms will not be accepted.**

**Nov. 10, 2023 deadline is FIRM.**

**U.S. proof of insurance must be submitted for all EAC. There are no exceptions.**

**Solicitation to other clients/exhibitors is not permitted and will be strongly enforced!**

- One form is required for **each** booth the exhibiting company has on the show floor.
- One form is required for **each** type of service to be contracted.
- This form may be duplicated.

**EAC Notification of Use Form**

**Exhibiting Company Information:**

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Country: \_\_\_\_\_

The exhibiting organization listed above intends to use the following company to service an exhibit at the **APTA Combined Sections Meeting** to be held at the BCEC February 15-17, 2024.

The exhibiting organization listed above will be using **Freeman's** services: \_\_\_\_\_ No \_\_\_\_\_

**Yes Exhibitor Appointed Contractor Information:**

EAC Company: \_\_\_\_\_

EAC Contact Person: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

On-site Contact: \_\_\_\_\_ On-site Telephone: \_\_\_\_\_

On-site Email: \_\_\_\_\_

**Please note that the facility or official contractors will provide the following services exclusively:**

Booth Catering	Furnishings	Plumbing Service & Labor
Booth Cleaning	Internet Service and Labor	Security
Booth Decorating	Labor	Porter Service
Food for Cooking Demos	Lead Retrieval	Rigging
Electrical Service and Labor	Material Handling	Telephone Service & Internet
Forklifts and Drivers		

**Please select the type of service this EAC will provide:**

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Audio Visual             | <input type="checkbox"/> Models      | <input type="checkbox"/> Installation and Dismantle (Labor)            |
| <input type="checkbox"/> Computer Rentals         | <input type="checkbox"/> Photography | <input type="checkbox"/> Installation and Dismantle (Supervision Only) |
| <input type="checkbox"/> Hazardous Waste Disposal | <input type="checkbox"/> Floral      | <input type="checkbox"/> Other (i.e., Business Suite)                  |

**I have read and agree to the EAC Policies and Procedures and the American Physical Therapy Association Rules and Regulations and understand that these rules are a part of the Exhibit Space Application/Contract.**

Exhibitor Name: \_\_\_\_\_  
(Please Print or Type)

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:  
Email: [deborah\\_howley@AFassanoCo.com](mailto:deborah_howley@AFassanoCo.com)**