

## Exhibitor-Appointed Contractor (EAC) Form

November 6-9, 2024 • Anaheim Convention Center • Anaheim, CA

No contractors will be allowed to work in the exhibitor's booth at any time if NAEYC Show Management has not received proper notification by the deadline. The deadline to submit information is **October 10, 2024**.

### EXHIBITOR-APPOINTED CONTRACTORS: PROCESS & INSURANCE REQUIREMENT

Exhibitors must notify Show Management by **October 10, 2024**, if they are using an Exhibitor-Appointed Contractor (EAC) **other than Hargrove**. The outside contractors must utilize only union labor if required by the facility. All non-Hargrove contractors must provide a Certificate of Insurance to Show Management by October 16, 2023 as outlined in the Exhibitor Service Kit, in the amount of \$2,000,000 naming NAEYC as the additional insured. All EACs shall abide by the items, conditions, rules, and regulations set forth herein. EACs may not solicit exhibitors. Violation of any rule or regulation may result in the appointed contractor's removal from the exhibit floor.

Please note the following are exclusive providers of services:

Booth Catering (all food and beverage)  
Booth Cleaning  
Electrical Service and Labor  
Forklifts and Drivers  
Furnishings  
Internet Service and Labor  
Lead Retrieval

Material Handling  
Plumbing Service and Labor  
Security  
Porter Service  
Rigging  
Telephone Service and Labor

**Step #1:** [CLICK HERE](#) to complete the EAC Information.

**Step #2:** You will receive an email that you need to forward to each of your EACs for them to upload their certificate of insurance. Please remind your EACs to submit the booth drawings/schematics (island booths) to [Debi Maines](#).

[CLICK HERE](#) for a **SAMPLE** of the Certificate of Insurance with the appropriate limits and names.

If you have any questions, please contact [Debi Maines](#) via email or phone 856-302-0890.

*NAEYC does not provide service manuals for EACs; it is the exhibiting firm's responsibility to provide their EAC with the necessary show information and forms, as well as to advise them of all NAEYC rules and regulations. These rules include providing NAEYC with a current certificate of insurance, naming as additionally insured: The National Association for the Education of Young Children, Hargrove, A. Fassano & Company, Anaheim Convention Center and all the Directors, Members, Officers, Agents, and Employees of each of the above. Failure to follow any of the rules and regulations will result in the EAC not being allowed to perform any work in the Expo Hall.*