

June 2-5

NEW ORLEANS, LA

#naeycINST



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Institute



Exhibitor-Appointed Contractor (EAC) Form

June 2-5, 2024 • Hilton New Orleans Riverside • New Orleans, Louisiana

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

EXHIBITOR-APPOINTED CONTRACTORS: PROCESS & INSURANCE REQUIREMENT

Exhibitors must notify Show Management by **May 10, 2024**, if they use 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 May 17, 2024. Each EAC must supply Exhibit Management with a current comprehensive public liability certificate of insurance with combined single limits of \$1 million bodily injury and property damage and/or \$2 million general aggregate with a \$1 million per occurrence limit, naming as additionally insured the NAEYC; A. Fassano & Company; the Hilton New Orleans Riverside; Hargrove; and the members, officers, directors, agents, and employees of each of these entities. Instructions can be found below for submitting this information.

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 a confirmation email that you need to send to your contractor to upload their certificate of insurance.

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

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 [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, New Orleans Hilton Riverside, 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 Exhibit Hall.