

5931 Campus Circle Drive West, Irving, Texas 75063  
Phone: 972.580.9000  
Email: [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)  
Order Services online at [theexpogroup.com](http://theexpogroup.com)

Indiana Convention Center &  
Lucas Oil Stadium  
Indianapolis, IN  
April 24-29, 2023

**Discount Deadline:  
March 27, 2023**

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

**EAC Information:**

Company Name: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

**Please read, complete, and submit this authorization form with required documentation for each contractor (see below) to The Expo Group if hiring a service contractor(s) other than the official contractor selected by show management. Note: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor will be approved. This regulation is enforced as equipment and facilities are the sole responsibility of the respective owner. The exhibitor shall control only the material and equipment that he/she owns and that is to be used in the exhibit space.**

Official Service Contractors are appointed to perform and provide necessary services and equipment. The Official Service Contractor will provide all usual trade show services, including labor. Supervision, however, may be provided by the exhibitor. The exhibitor may appoint either the official contractor for supervision or a qualified non-official contractor.

Official Show Contractors:

- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group no later than 30 days prior to the show. If notification is not received 30 days prior to the show, The Expo Group labor must be used for all work and the exhibitor appointed contractor will be permitted to supervise only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show a Certificate of Insurance with at least the following limits:
- Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

**This form must be accompanied by the insurance certificate. Please obtain this certificate from your insurance carrier and send with this form.**

**INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.**

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

Service to be Performed: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Exhibitor Appointed Contractor (EAC) Access to the Show Floor.** Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands will only be distributed to EACs with an EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands must be worn at all times and visible to security and show management personnel. After hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

**Certificate of Insurance.** Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must list as Additional Insureds and/or Covered Locations:

**The Expo Group, LLC.  
ORGANIZER  
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as additional insured)  
**SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts page)**

The insurance form must list as the Certificate Holder:  
The Expo Group, LLC.  
5931 West Campus Circle Drive  
Irving, TX 75063

**Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability.** Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows:

Limits: Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000  
Excess/Umbrella: Each occurrence \$1,000,000; Aggregate \$1,000,000  
Coverage for contractual liability and products liability  
The following entities shall be named as Additional Insureds for all ongoing operations:

**The Expo Group, LLC.  
ORGANIZER  
FACILITY**

Exhibitor(s) Represented (all Exhibitors represented by the contractor must be named as Additional Insured)  
**SHOW Move-In date(s) through Move-Out date(s) (See Quick Facts pages)**

Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, LLC.

**Workers' Compensation Insurance.** Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws, covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit:

Each Accident \$1,000,000  
Disease - Each Employee \$1,000,000  
Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against **ORGANIZER** and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to **ORGANIZER** and The Expo Group, LLC.

**Automobile Liability.** Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows:

Combined Single Limit \$1,000,000

**EAC acknowledges reading and accepting this Agreement and agrees that it will be fully governed by the provisions described herein.**

Name of EAC: \_\_\_\_\_  
By (print name): \_\_\_\_\_  
Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
Date: \_\_\_\_\_

CERTIFICATE OF LIABILITY INSURANCE					SAMPLE		DATE (MM/DD/YYYY) 00/00/0000		
PRODUCER (000) 000-0000 FAX					THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
AGENTS NAME AGENTS ADDRESS					INSURERS AFFORDING COVERAGE NAIC #				
INSURED YOUR COMPANY NAME YOUR COMPANY ADDRESS  EAC FOR:					INSURER A:				
					INSURER B:				
					INSURER C:				
					INSURER D:				
					INSURER E:				
COVERAGES									
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
	X	GENERAL LIABILITY	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$ 1,000,000	
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)		\$ 500,000	
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)		\$ 5,000	
						PERSONAL & ADV INJURY		\$ 1,000,000	
						GENERAL AGGREGATE		\$ 2,000,000	
						PRODUCTS-COMP-OP AGG		\$ 2,000,000	
						GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			
		AUTOMOBILE LIABILITY	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT			
	<input checked="" type="checkbox"/>	ANY AUTO				(Ea accident)		\$ 1,000,000	
	<input type="checkbox"/>	ALL OWNED AUTOS				BODILY INJURY		(Per person) \$	
	<input checked="" type="checkbox"/>	SCHEDULED AUTOS				BODILY INJURY		(Per person) \$	
	<input checked="" type="checkbox"/>	HIRED AUTOS				BODILY INJURY		(Per accident) \$	
	<input checked="" type="checkbox"/>	NON-OWNED AUTOS				PROPERTY DAMAGE		(Per accident) \$	
		GARAGE LIABILITY				AUTO ONLY-EA ACCIDENT \$			
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$			
						AUTO ONLY: ACC \$			
		EXCESS/UMBRELLA LIABILITY	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE		\$ 1,000,000	
	<input checked="" type="checkbox"/>	OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE		\$ 1,000,000	
	<input type="checkbox"/>	DEDUCTIBLE							
	<input checked="" type="checkbox"/>	RETENTION \$ 10,000							
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY	POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/>	WC STATUTORY LIMITS	<input type="checkbox"/>	OTHER \$
		ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT		\$ 1,000,000	
						E.L. DISEASE-EA EMPLOYEE		\$ 1,000,000	
						E.L. DISEASE- POLICY LIMIT		\$ 1,000,000	
		If yes, describe under SPECIAL PROVISIONS below							
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS									
ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:									

CERTIFICATE HOLDER		CANCELLATION	
The Expo Group 5931 West Campus Circle Drive Irving, TX 75063		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.	
		AUTHORIZED REPRESENTATIVE	

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## Exhibitor Appointed Contractor (EAC) Work Authorization Form

Return completed forms 6a and 6b to The Expo Group via email to your Customer Account Manager by the Discount Deadline. **Please forward a copy of the Certificate of Liability Insurance sample to your EAC.**

**NOTE: Exhibitor will be charged \$0.25 per square foot, with a \$150.00 minimum, to cover additional expenses incurred. These fees will be waived if The Expo Group provides the labor.**

**This form must be completed by the exhibiting company.** No EAC will be granted access to the show floor without this form **AND** completion of requirements and signature by your EAC on Forms 6a and 6b. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

**For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:**

Electrical   Booth Cleaning   Plumbing   Material Handling   Telecommunications   Suspended Signs   Rigging

Services:

<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle - Supervision Only
<input type="checkbox"/> Photography	<input type="checkbox"/> Security
<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please identify): _____

Products:

<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio Visual - Rental/Production/Lighting
<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please identify): _____

Indicate Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

\*\*Note Other Products/Services Here:

### Please Type or Print

#### Exhibitor Information:

Exhibiting Company: _____	Booth Number: _____
Exhibitor Contact: _____	Title: _____
Exhibitor Email: _____	Exhibitor Phone: _____
Exhibitor Signature: _____	Date: _____

#### EAC Information:

EAC Company Name: _____	City/State/Zip: _____
Address: _____	Fax Number: _____
EAC Company Phone: _____	Contact Cell: _____
EAC Contact Name: _____	
EAC Contact Email: _____	
Product/Service Description: _____	

**\*\*ALL EAC COMPANY INFORMATION MUST BE COMPLETED.**