



EAC Information and Instructions

Definition - Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor (EAC) is any company (other than one of Exclusive or Non-Exclusive contractors) that an exhibitor wants to use inside the exhibit hall before, during or after the show. EAC's will NOT be allowed to perform the following services: electrical, plumbing, telecommunications, material handling, booth cleaning, security, catering, hanging signs (over 200 pounds or with electrical) or lead retrieval.

Instructions:

- Exhibitor must complete the EAC Agreement Form and sign.
- Exhibitor must mail the form, along with EAC's original Certificates of Insurance, to Exhibition Management to be received no later than **June 25, 2020. No approvals will be granted if the insurance does not accompany the EAC agreement form.**
- Use one agreement for each EAC used for the show. The agreement must be signed by the **exhibiting company**. A signature from the EAC will not be accepted.
- If for any reason the EAC does not fulfill the requirements, Exhibition Management /Expo CCI will notify the exhibitor so that alternate plans can be made.
- It is the responsibility of the exhibitor to ensure that the EAC receives the web address to the online Exhibitor Service Manual.

Certificate of Insurance

Each EAC must provide an original Certificate of Insurance confirming that workers' compensation, commercial general liability, employer's liability and comprehensive liability insurance (Automotive Type) meet the following minimum standards:

Exhibitor Appointed Contractor (EAC) shall, at its own expense, secure and maintain through the term of this contract, including move-in days, show days and move-out days, the insurance listed below as well as any additional event specific insurance to be outlined in the Exhibitor Service Manual.

- Workers Compensation insurance shall be in the amounts required by statutory worker's compensation requirements and employer's liability limits of **\$100,000 each accident.**
- Automobile liability, which includes all owned, non-owned and hired vehicles, with minimum limits of **\$500,000 bodily injury** and **\$500,000 property damage liability.**
- Comprehensive general liability providing at least **\$1,000,000 in coverage** and **naming MVP Education, LLC and each of its affiliates, National Cannabis Industry Association and each of its affiliates, and TCF Convention Center, the City of Detroit, their officers, agents and employees as additional insured.**
- Certificate Holder is listed as

MVP Education, LLC
6100 West Plano Parkway, Suite 3500
Plano, TX 75093

- Certificates of Insurance must be provided for *move-in and move-out dates in addition to show dates*



*If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to Exhibition Management, shall be furnished to Exhibition Management thirty (30) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide they may not be cancelled without 30 days' advance written notice to Exhibition Management.

Rules and Regulations Governing

- The EAC will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractors' work.
- The EAC will not solicit business on the show floor at any time.
- The EAC is to cooperate with the Official Contractors and with existing labor regulations or contractors as determined by the commitment made and obligations assumed by Exhibition Management.

Exhibition Management's Discretionary Rights

Exhibition Management reserves the right, in its sole discretion, to withhold approval or to dismiss from the show any service contractor whose participation in the show may, in the opinion of Exhibition Management, lead to strikes, picketing, or other labor action directed at the show, or other disruption of the show, or other reasonable interference with or inconvenience to the show or any of the exhibitors.