

Exhibitor Appointed Contractors

Exhibitor Appointed Contractors (EACs) are independent contractors hired by exhibiting companies. They can include labor building your booth, booth supervisors, booth designers, independent display companies, delivery personnel, technicians, Manufacturing Reps, etc. An EAC will only be granted access to the show floor if NAB has received the EAC Work Authorization Form AND a valid Certificate of Insurance. There will be no exceptions.

Guidelines and Regulations

- Exhibitors must notify NAB who their EACs will be by submitting the EAC Work Authorization Form for each EAC. Be sure to include the EAC contact's email. This form must be submitted by **August 31, 2007**.
- EACs are to submit to NAB a valid Certificate of Insurance. Note: NAB, Freeman and Charlotte Convention Center must be named as additional insureds.
- NAB will contact EAC regarding non-receipt of forms and invalid/incomplete Certificates.
- Exhibitor Manuals will not be distributed to EACs. Information from the Exhibitor Manual is available online and the exhibitor may copy this CD for further distribution.
- EACs are to check-in on-site in Charlotte at Exhibitor Registration. Wristbands will only be distributed to EACs with an EAC Work Authorization Form and valid Certificate of Insurance on file.
- **EACs are not allowed on the show floor during show hours.**

EAC Work Authorization Form

- Exhibiting companies **MUST** notify NAB of any EACs who will be working on or supervising their booth no later than **August 31, 2007**, by completing and returning the EAC Work Authorization Form for each of their exhibitor appointed contractors.
- No EAC will be allowed on the floor unless we have received this form.
- If you are using an Official NAB Contractor you do not have to complete the EAC Work Authorization Form for them.
- Please refer to Section 4a to complete this form.

EAC Access to the Show Floor

Wristbands

- Wristbands give EACs access to the show floor during move-in and move-out hours only.
- Wristbands will only be given to EACs if NAB has received all of the following forms:
 - EAC Work Authorization Form, received from Exhibiting company
 - Valid Certificate of Insurance, received from EAC
- An EAC without the EAC Work Authorization Form or without a valid Certificate of Insurance on file with NAB must provide completed documentation on-site before they will be allowed on the show floor -- there will be no exceptions.
- Wristbands will be distributed at the EAC desk at exhibitor registration.
- Wristbands are not available in advance.

- They must be worn at all times during move-in and move-out and be clearly visible to security personnel.

Booth Maintenance

- If EACs need access to the show floor before or after show hours on show days, they will need to obtain a Booth Maintenance Pass from the EAC Desk at Exhibitor Registration between 7:30am and 6:00pm.

Certificate of Insurance

The Certificate of Insurance is a General Liability Insurance Certificate naming the NAB, Freeman and Charlotte Convention Center as additional insureds. The EAC shall, at its sole cost and expense, procure and maintain through the term of The NAB Radio Show 2007 (including move-in and move-out), comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by NAB. Such insurance shall include contractual liability and product liability coverage, with the following limits.

General Liability Minimum Coverage Limits		Automobile Liability	
General Aggregate	\$2,000,000	Combined Single Limit	\$2,000,000
Products – COMP/OP AGG	\$2,000,000	Excess Liability (other than umbrella)	\$1,000,000
Personal & Adv Injury	\$2,000,000	Workers Compensation	
Each Occurrence	\$2,000,000	EL Each Limit	\$1,000,000
Fire Damage (Any one fire)	\$100,000	EL-Disease-Policy Limit	\$1,000,000
Med. Exp. (Any one person)	\$5,000	EL-Disease-EA Employee	\$1,000,000

Worker Compensation Insurance

- Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of EAC’s employees engaged in the performance of any work for the exhibitor.
- Please provide Workers Compensation Insurance policy information.
- Wristbands will not be issued without Worker’s Compensation information.

Additional Insured

Each of the following must be named as Additional Insured under the General Liability Policy for all aspects of the Show September 26-28, 2007 in Charlotte, NC:

- NAB
- Freeman
- Charlotte Convention Center

Submit Certificates to NAB, Freeman and Charlotte Convention Center to:

NAB: Attn: Exhibit Services; 1771 N Street, NW; Washington, DC 20036; Fax: 202.775.2146

Freeman: Attn: Exhibitor Services; 841 Joseph E Lowery Blvd NW; Atlanta, GA 30318; fax: 404.898.0415

Charlotte Convention Center: Attn: Jennifer Brown; 501 South College Street; Charlotte, NC 28202; fax:704.943.6001

Additional Information

- All property of the EAC is understood to remain under its custody and control in transit to and from the confines of the exhibit hall and during the show.
- Please be advised that Exhibitors are responsible for NAB's receipt of a properly complete Exhibitor Appointed Contractor (EAC) Certificate of Insurance prior to the show. Exhibitor will be responsible for any losses, damages or injuries that are caused by or attributed to exhibitor's appointed contractor that are not covered or provided by the contractor's insurance.
- NOTE: NAB Show Management will not be able to intervene on an exhibitor's behalf in the event of inadequate performance from a non-official contractor selection.
- Please refer to section 4a General Forms to complete the EAC Work Authorization form.