

### Exhibitor Appointed Contractor Process

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EAC's are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official contractors of the show but provide a necessary service at show site for the Exhibitor.

NKBA | KBIS recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, show Rules & Regulations, etc.)

Please email [KBIS@EACMgmt.com](mailto:KBIS@EACMgmt.com) with any questions you may have.

### EAC Check-In

- EACs must check-in at the EAC counter.
- Individuals picking up wristbands must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.)
- **Wristbands can be picked up on:**
  - Tuesday, February 18, 2025, at 8:00 AM – Monday, February 24, at 5:00 PM

### Move-in and Move-out Schedule (Pacific Standard Time Zone)

- **Exhibitor Move-in:**
  - \*\*Please note that EACs have 24-hour access to the exhibit hall, but must pickup their wristbands during the times below:
  - Tuesday, February 18 ..... 8:00 AM – 5:00 PM
  - Wednesday, February 19 ..... 8:00 AM – 5:00 PM
  - Thursday, February 20..... 8:00 AM – 5:00 PM
  - Friday, February 21..... 8:00 AM – 5:00 PM
  - Saturday, February 22 ..... 8:00 AM – 5:00 PM
  - Sunday, February 23.....8:00 AM – 5:00 PM
  - Monday, February 24 ..... 8:00 AM – 5:00 PM
- **Show Hours:**
  - EACs are not allowed on the show floor during show hours.
- **Exhibitor Move-out:**
  - Thursday, February 27..... 5:00 PM – 10:00 PM
  - Friday, February 28..... 8:00 AM – 5:00 PM
  - Saturday, March 1.....8:00 AM – 5:00 PM
  - Sunday, March 2.....8:00 AM – 12:00 PM

## EAC Registration Process

### Exhibitor Completes: EAC Designation

1. Exhibitors must designate their EAC(s) no later than **January 21, 2025**. Designations **MUST** be made using the online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.

**[CLICK HERE](#) and select Confirm EAC to complete the EAC Designation Process**

### EAC Completes: EAC Registration Process

2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents, which are **due January 21, 2025**.

#### **EACs will NOT be allowed on the show floor unless all of the requirements are satisfied:**

- EAC must pay a fee of \$300 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal. Payments are NONREFUNDABLE.
- EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the EAC Rules & Regulations.
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined in the EAC Rules & Regulations.

#### **The EAC must upload the COI via the online portal with the following coverages:**

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: Kitchen & Bath Industry Show (KBIS), National Kitchen & Bath Association (NKBA), Emerald X, LLC & Affiliates, Freeman & Affiliates, and Las Vegas Convention & Visitors Authority & Affiliates.
- COI must include the complete show dates of February 18 – March 2, 2025.
- The certificate holder must be listed as: Emerald X, LLC, Attn: NKBA | KBIS, 31910 Del Obispo, #200, San Juan Capistrano, CA 92675.

### **EACs Must Complete the LVCC EAC Permit Process**

- Any contractor working at the Las Vegas Convention Center must obtain an EAC permit. Contact the LVCC EAC Department at [EACPermit@lvccva.com](mailto:EACPermit@lvccva.com) to confirm your company is approved to work in the LVCC. If your company is not approved to work in the LVCC this could delay your set-up once onsite.
- EACs must also be registered with and approved to do work in the state of Nevada. If you are unsure if your company is registered, please call 702-892-2860. The permit can be found here [Nevada EAC Permit](#). EACs must abide by existing labor regulations and/or contracts and all Federal and Nevada laws and regulations as well as those established by the Las Vegas Convention Center and NKBA | KBIS.