

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. EACs 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.

We recognize 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, provide a Certificate of Insurance with the necessary coverages, and will be assessed a fee. An administrative fee of \$300 for each booth location you are providing services or products for. The fee applies to all contractors (other than official contractors) regardless of the service they provide (labor, supervision, products, services, etc.).

To review the information on the [EAC Process](#) follow the link.

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

- EAC must complete all required documentation via the [online EAC portal](#).
- EAC must submit a valid [Certificate of Insurance \(COI\)](#) with the required coverage via the online EAC portal.
- EAC must agree to the [Rules & Regulations](#) outlined in Exhibitor Service Kit along with the EAC Rules & Regulations.
- EAC must pay an administrative fee is required for each exhibiting company in each booth location; payment will be submitted via the online EAC portal.
- Any contractor working at the Las Vegas Convention Center must obtain an EAC permit. Contact the LVCC EAC Department at EACPermit@lvcva.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 be registered with and approved to do work in the LVCC. If you are unsure if your company is registered, please call 702-892-2860. The permit can be found here [Nevada EAC Permit](#). EAC's 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.

Should you have any questions regarding the process, please email KBIS@EACMgmt.com.