



EXHIBITOR APPOINTED CONTRACTOR (EAC) Guidelines

Deadline: July 18, 2018

August 22-25, 2018 Atlanta, Georgia USA
Georgia World Congress Center

IMPORTANT NOTE: EAC Procedures have changed. Please read all instructions carefully. Questions should be directed to IWF Show Management at ExhibitorServices@iwfatlanta.com or call 404/693-8333.

An Exhibitor Appointed Contractor is any company (other than the official contractor which is GES) that an Exhibitor wants to use inside the exhibit hall before, during or after the show.

No permission to use an Exhibitor Appointed Contractor will be given for the performance of the following services:

Electrical, Telephones, Plumbing, Booth Cleaning, Catering, Drayage/Rigging

EACs will not be allowed to work in any exhibitor booth for which documentation and/or payment has not been received by deadline.

Requirements

If you hire any vendors other than our [official contractors](#), you must register each company as an Exhibitor Appointed Contractor (EAC) for them to gain access to the Exhibit Hall during move-in and move-out. An EAC will ONLY be granted access to the Exhibit Hall if the EAC is **registered and approved via the online portal** and Show Management has approved the Certificate of Insurance (COI) on file. It is the Exhibitor's sole responsibility to ensure any hired EACs are aware of and comply with all requirements and guidelines on this page and all subsequent pages referenced here.

Vendors listed on the [official contractors](#) list are the only companies authorized to provide the indicated service per the building regulations.

Exhibitor must also complete GES Notice of Intent to Use EAC and abide by the GES Policies and Procedures. Click [HERE](#) for to view the GES information.

Certificate of Insurance (COI) Requirements

COIs will not be accepted via standard postal mail or email. Please follow the steps to register your EAC, which will give them access to upload their COI in the online portal.

The EAC shall, at its sole cost and expense, procure and maintain insurance through the term of the 2018 International Woodworking Fair (August 13-31, 2018), including comprehensive General Liability and Workers' Compensation, with coverage of claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased by Show Management.

[VIEW SAMPLE CERTIFICATE OF INSURANCE](#)

COI must include the following:

- Show Dates: 8/13/18 - 8/31/18 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.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
- 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.

- Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
- All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), International Woodworking Fair, LLC (Show Management), International Woodworking Fair, LLC (Show) and Georgia World Congress Center (facility).

Registration

Deadline: July 18, 2018

Registrations will not be accepted via email. Please follow the steps below to register your EACs.

In addition to registering your EAC with Show Management, EACs must be licensed to work at the Georgia World Congress Center (GWCC) as a current member of [ESCA](#) and display their ESCA badge on site at all times.

Contracted Exhibitor Responsibilities:

1. Login to your [IWF Exhibitor Dashboard](#) (you will need your Exhibitor ID and Password) and click on the Exhibitor Appointed Contractor tile. Go to the Manage Exhibitor Contractors page and add your EACs you want to use inside the exhibit hall before, during, or after the show.
2. If your EAC is not on the list, please add them at the bottom of the page. The contact you list will receive an email with their login credentials for the EAC portal where they can upload their Certificate of Insurance. Show Management will send the EAC an email with approval or denied status.
3. EAC will be required to pay a one-time \$50 registration fee to be paid by July 18, 2018.
4. Exhibitor must also complete GES Notice of Intent to Use EAC and abide by the GES Policies and Procedures. Click [HERE](#) for to view the GES information.

EAC Responsibilities:

1. Follow login instructions provided in email to complete the EAC approval process.
2. EAC will be required to pay a one-time \$50 registration fee to be paid by July 18, 2018.
3. Submit valid Certificate of Insurance – carefully review [sample certificate](#) for specific coverage requirements. COIs will not be accepted via standard postal mail or email. Please follow the steps to upload your COI in the online portal.
4. Once required information, payment and documents have been submitted, show management will review and send approval or denial email to EAC. If denied, the email will show the reason for denial.
5. In addition to registering your EAC with Show Management, EACs must be licensed to work at the Georgia World Congress Center (GWCC) as a current member of [ESCA](#) and display their ESCA badge on site at all times.
6. Registered EACs are allowed access to the Exhibit Halls during move-in and move-out only. For morning and evening access on Show days, they must obtain a wrist bank from Show Security. Additional information regarding onsite access hours and wristband pick-up hours and locations will be provided to registered EACs closer to the show date.

To print a copy of the Exhibitor Appointed Contractor Guidelines, please click [HERE](#).

If you have questions concerning this process, please contact Debbie Hulsey at Debbie@iwfatlanta.com or call **404/693-8333**.