



## Exhibitor Appointed Contractor Information

### 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, rigging or lead retrieval. On these services, the contractor designated by the SWPSS Show Management must be utilized.

### Instructions:

- Exhibitor must complete the EAC Authorization Form and sign.
- Exhibitor must send the form, along with EAC's Original Certificates of Insurance, to SWPSS Show Management to be received no later than **January 12, 2024**. **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, Show Management/Freeman 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 Kit.

### CERTIFICATE OF INSURANCE

Each EAC must provide an original Certificate of Insurance (photocopies will not be accepted) confirming that workers' compensation, employer's liability and comprehensive liability insurance 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 Kit.

- A. Worker's Compensation/Employer's Liability insurance shall be in the amounts of \$1,000,000.00.
- B. Comprehensive General Liability insurance in the amount of \$1,000,000.00 and must meet the requirements established of the state of Texas; and must name the Southwest Pool & Spa Show, Mpire Management Group, Henry B. Gonzalez Convention Center, Freeman and its agents as ADDITIONAL INSURED.
- C. 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 SWPSS, shall be furnished to SWPSS 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 SWPSS.

### RULES AND REGULATIONS GOVERNING EAC'S

- 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 Show Management.

2024 Southwest Pool & Spa Show | Exhibitor Service Kit

For questions contact us at (800) 773-7440 x 207 or [Christi@mpire-group.com](mailto:Christi@mpire-group.com)

**SWPSS SHOW MANAGEMENT'S DISCRETIONARY RIGHTS**

SWPSS Show 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 Show 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.