



Exhibitor Appointed Contractor (EAC) Overview

Labor Jurisdictions for Las Vegas, NV 2019

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by bonafide, full-time employees of an exhibiting company. Exhibitors are also allowed to perform their own material handling, provided they meet the following criteria:

- Personnel performing the work must be bonafide, full-time employees of the exhibiting company.
- They must be off-loading from a car, van or truck owned by personnel of the exhibiting company. All trucks or vans above personal size – including company-owned or rental vehicles – over 24' in length will be off-loaded or loaded by Freeman.
- They may use only 2-wheeled luggage dollies which they have provided. The use of hand trucks, fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than Freeman.

Why would I need to designate an Exhibitor Appointed Contractor?

Our official General Service Contractor for ISS is Freeman. They have skilled craftsmen available to assist exhibitors who wish to hire labor for the installation and/or dismantling of their booth. An Exhibitor Appointed Contractor (EAC) is any non-Freeman company an exhibitor wishes to designate to install and/or dismantle their booth.

So... what are my options?

- Install/dismantle your booth with bonafide full-time employees of your exhibiting company
- Hire Freeman labor to assist
- Hire an EAC to assist

Ok, I have decided to hire an EAC to assist me with installing and/or dismantling my booth.

What's next?

Step 1

Complete the EAC Designation on the following page and submit to ISS Show Management.

Step 2

Inform your EAC that ISS Show Management will be contacting them for their Certificate of Insurance.

Step 3

Have a successful showing at ISS 2019 at the Mirage!

Move-In

Monday	April 1, 2019	1 pm – 5 pm	*for booths 300 sq ft and larger
Tuesday	April 2, 2019	8 am – 5 pm	

Move-Out

Wednesday	April 3, 2019	5 pm – 9 pm	
Thursday	April 4, 2019	8 am – 12 pm	

***All Exhibitors must pick up their badges from Registration starting Monday, 4/1 to access the show floor. EACs will receive a wristband throughout move-in and do not require an ISS badge.**



**Exhibitor Appointed Contractor (EAC)
Designation Form**

Deadline: March 25, 2019

EXHIBITOR INFORMATION

Name of Exhibiting Company: _____

Booth Number: _____ Booth Dimensions: _____

I certify that I have authorized the exhibitor appointed contractor named below to install and/or dismantle my exhibit at the Inside Self-Storage Expo 2019. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility regulations as if my own employee. The contractor will be informed that the appropriate documents and a Certificate of Liability Insurance are required by March 25, 2019. I understand that my organization is ultimately responsible for the actions of the contractor while on this assignment.

Exhibitor Signature: _____

Exhibitor's Printed Name: _____ Date: _____

Exhibitor's Email Address: _____ Phone Number: _____

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Email Address: _____ Phone Number: _____

On-Site Representative: _____ Cell Number: _____

Please return this completed Designation Form to
jennifer.holden@informa.com no later than March 25, 2019.