

EXHIBITOR-APPOINTED CONTRACTOR REGISTRATION INFORMATION FORM

Deadline: February 3, 2012

WHAT IS AN EAC?

An Exhibitor-Appointed Contractor (EAC) is a company other than those designated as "recommended" contractors for the International Home + Housewares Show.

WHICH EXHIBITORS NEED TO SUBMIT THIS INFORMATION?

Exhibitors must register vendors they have hired to perform any of the following services at the Show. **If vendors are not registered, they will not be properly credentialed to gain access to the Show floor.**

- Audio Visual
- Carpet Rental
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Exhibits
- Flooring
- Floral
- Furniture
- I&D Supervision
- Installation/Dismantle (Display Labor)
- Personnel/Temporary Help/Models
- Photography/Video/Film
- Security/Guard Service
- Transportation/Freight Carrier

HOW DO I COMPLETE THE EAC REGISTRATION PROCESS?

Exhibitor-Appointed Contractors are not allowed to register themselves on behalf of an exhibitor. Distributing your company ID and seniority number to others outside of your company poses a security threat.

- Register online at www.eaca.com
- Click on "EAC Registration" at the top right of the screen
- Click on "Login" for exhibitors
- Select the "2012 International Home + Housewares Show" from the drop down menu
- NEW**—Enter your login & password, using your company ID & Seniority Number
 - Enter your company ID number as your user ID.
 - Enter your company ID number and your seniority number as your password, without a space.(This information was listed on your company's booth acknowledgement email. If you need assistance in obtaining this information, please e-mail Dawn Wittmann at dwittmann@housewares.org)
- Follow the prompts to register each EAC

QUESTIONS?

Questions regarding the EAC Process can be directed to George Wurm at EACA, IHA's official EAC representative, at +1-541-317-8764 or george@eaca.com.

international home
+housewares show 2012

MARCH 10 - 13 • MCCORMICK PLACE, CHICAGO

Saturday, 12:30 pm - 5:30 pm, Sunday and Monday, 8:30 am - 5:30 pm, Tuesday, 8:30 am - 5:00 pm
Soft-close on Saturday, Sunday and Monday 5:30 pm - 6:30 pm



INTERNATIONAL HOUSEWARES ASSOCIATION®

the home authority

Tel: +1-847-292-4200

Fax: +1-847-292-4211

www.housewares.org

RULES AND REGULATIONS FOR EXHIBITOR-APPOINTED CONTRACTORS

Exhibitor-Appointed Contractors (EACs): Persons or companies, other than those designated as "recommended" contractors for the International Home + Housewares Show, who are hired by an exhibitor and approved by the International Housewares Association (IHA) for the performance of any services within McCormick Place during the Show. *(For electrical, plumbing, internet, telephone, cleaning, drayage and rigging, the contractor designated by McCormick Place/SMG or Freeman, IHA's Official General Contractor, must be used.)* All Exhibitor-Appointed Contractors must adhere to the following:

EXHIBITORS MUST REGISTER AN EAC. EACS MAY NOT REGISTER THEMSELVES.

1. Each EAC must submit an original Certificate of Insurance evidencing comprehensive general liability, worker's compensation and automobile liability insurance coverage. Worker's compensation insurance must meet the requirements as established by the State of Illinois. **IHA must be named as an additional insured on all policies, not EACA.**

Send an original Certificate of Insurance by February 3, 2012 to EACA, IHA's official EAC representative.

**EACA
2214 NW 5th St.
Bend, OR 97701**

REMINDER - Computer generated pdfs (not a scanned copy) from an insurance provider are acceptable. If sending by e-mail, please send to George Wurm at george@eaca.com.

2. Each EAC must sign an EAC Agreement, which will be sent after the exhibitor registers an Exhibitor-Appointed Contractor.
3. **IMPORTANT** - Each EAC must register with McCormick Place/SMG Management. Companies who have not registered with McCormick Place/SMG Management will not be allowed to work at McCormick Place. For more information on registering with McCormick Place/SMG Management, please contact Luke Karas at 1-312-791-6456 or at lkaras@mccormickplace.com.
4. To improve the EAC registration process, each EAC has the option to register with the Exhibitor Appointed Contractor Association (EACA). Non-EACA members are encouraged to contact EACA at +1-541-317-8764 regarding membership.
5. Each EAC is required to provide allotments for official Show labor buttons within the EAC Agreement. For security reasons, **EACs are not allowed to wear exhibitor badges.**
6. An EAC must abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules, limitations, installation and dismantling procedures. All exhibits and product must be completely set by Friday, March 9, at 5:00 p.m. All crates, boxes and packaging materials must also be removed from the aisle and disposed of by this time.
7. Each I & D company responsible for dismantling exhibits at the close of the Show must have all exhibits dismantled and ready for shipping according to the following schedule:
 - South & North Building Exhibitors:** All materials must be packed, Material Handling Agreements (MHA) submitted and freight removed by 10:00 a.m., Friday, March 16, 2012.
 - Lakeside Center Exhibitors:** All materials must be packed, Material Handling Agreements (MHA) submitted and freight removed by 10:00 a.m., Saturday, March 17, 2012.
8. In fulfilling obligations, and not conflicting with existing union labor regulations or contracts, each EAC shall adhere to the regulations set up by McCormick Place/SMG, Freeman and IHA.
9. Each EAC must have a true and valid order for service from an exhibitor in advance of the Show's first move-in day, and shall not solicit business while on the Show floor.
10. Exhibitors, representatives of an exhibitor or EACs who work past 6:00 p.m. during move-in or move-out will need to fill out a Late Work Authorization Form located at any Help Center.
11. Exhibitors are required to return their booth space in the same manner it was received. Exhibitors are to arrange with their EAC the removal of all trash from the exhibitor space after dismantling. IHA reserves the right to charge the exhibiting company for any excess trash removed from the booth by the contracted cleaning company.