



## EAC Insurance Requirements - **Mandatory**

An Exhibitor Appointed Contractor (EAC) is a company other than the “general or official” service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as “exclusive” to a designated provider, or by the event organizer in a contract as an exclusive service for the “general or official: service provided or other third party.

No EAC will be allowed to work in an exhibitor’s booth if the [EAC form](#) and a valid form of insurance is not completed by an authorized representative and received by Shepard by the March 17, 2023. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

The EAC form (located in the exhibitor kit) is to be completed by the exhibitor and returned to Shepard via email to [clientservices@shepardes.com](mailto:clientservices@shepardes.com) by March 17, 2023. The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

Shepard Exposition Services  
1531 Carroll Dr NW  
Atlanta, GA 30318  
phone: 404-720-8600

### **What are the requirements?**

- a) Comprehensive General Liability- Insurance with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury or death and property damage, including coverage’s for personal injury, contractual, and operation of mobile equipment, products and liquor and liability (if applicable); or \$2,000,000 aggregate or its equivalent in Umbrella or Excess Liability Coverage;
- b) Worker’ Compensation- Insurance as required by Nevada State law;
- c) Employers Liability Insurance- with limits not less than \$1,000,000 for each occurrence
- d) Automobile Liability Insurance- with limits not less than \$1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage’s for owned, non-owned and hired vehicles, including loading and unloading operators.