

# INTERPHEX

APRIL 16-18, 2024  
JAVITS CENTER, NYC

## **Exhibitor Appointed Contractor Process**

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor.

Interpex recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$300 per booth the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, show Rules & Regulations, etc.)

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## EAC Check-In (Eastern Time Zone)

Individuals picking up wristbands must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.)

**Wristbands can be picked up** at the EAC check-in desks, please see below for the exact times these desks will be open:

- Friday, April 12..... 8:00 AM - 5:00 PM \*Targeted Exhibitors\*
- Saturday, April 13..... 8:00 AM - 5:00 PM
- Sunday, April 14..... 8:00 AM - 2:00 PM
- Monday, April 15..... 8:00 AM - 6:00 PM

## Move-in and Move-out Schedule (Eastern Time Zone)

EACs are only allowed on the show floor during move-in and move-out hours.

### Move-In:

- Friday, April 12..... 8:00 AM - 5:00 PM \*Targeted Exhibitors\*
- Saturday, April 13..... 8:00 AM - 5:00 PM
- Sunday, April 14..... 8:00 AM - 2:00 PM
- Monday, April 15..... 8:00 AM - 5:00 PM

### Exhibit Hours:

- Tuesday, April 16..... 10:00 AM – 5:00 PM
- Wednesday, April 17..... 10:00 AM – 5:00 PM
- Thursday, April 18..... 10:00 AM – 2:00 PM

### Move-Out:

- Thursday, April 18..... 3:00 PM – 7:00 PM
- Friday, April 19..... 8:00 AM – 5:00 PM

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## EAC Registration Process

### Exhibitor Completes: EAC Designation

1. Exhibitors must designate their EAC(s) no later than **April 1, 2024**. Designations **MUST** be made using the **NEW** online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.

[CLICK HERE](#) and select **Confirm EAC to complete the EAC Designation Process**

### EAC Completes: EAC Registration Process

2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents, which are **due April 1, 2024**.

### **EACs will NOT be allowed on the show floor unless all of the requirements are satisfied:**

- EAC must pay a fee of \$300 for each booth you are providing services or products for. Payment will be submitted via the online EAC portal.
- EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the EAC Rules & Regulations.
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined below the EAC Rules & Regulations.

#### **The EAC must upload the COI via the online portal with the following coverages:**

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 per occurrence \$2,000,000 in coverage for products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
- 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.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: Interphex, Reed Exhibitions, a division of RELX Inc., Freeman Expositions, LLC, New York Convention Center Operating Corporation, State of New York, New York Convention Center Development Corporation, The Empire State Development Corporation, Triborough Bridge and Tunnel Authority and their officers, directors, employees, agents, successors, assigns, and affiliates.
- COI must include the complete facility access dates of April 12 - 19, 2024.
- The certificate holder must be listed as: Reed Exhibitions, Attn: Interphex, 201 Merritt 7, Norwalk, CT 06851.