

NOTIFICATION OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

DUE DATE: APRIL 21, 2023

Exhibitor appointed contractors (EACs) are independent contractors hired by an exhibiting company and can include booth builders, supervisors or designers, independent display companies, delivery personnel or technicians.

If your organization intends to use an exhibitor appointed contractor other than Freeman, you are required to complete the following items. If your EAC hires a subcontractor, you must submit a form for the subcontractor as well, and the subcontractor must provide their own insurance.

1. You **must** complete this form by the above due date;
2. Your selected contractor must provide the following certificates of insurance by the above due date:
 - Workers compensation providing at least \$100,000 in coverage and meeting the requirements established by the state of Texas.
 - Comprehensive general liability providing at least \$1,000,000 in coverage and naming U.S. Travel Association, Freeman and the Henry B. González Convention Center as additional insureds.
3. Your selected contractor's employees, representatives or agents will be required to sign a communicable disease waiver prior to entering the show floor.

BOOTH INFORMATION

Organization Name (Booth Name)

Booth Number(s)

KEY CONTACT INFORMATION

Key Contact Name

Key Contact Email

CONTRACTOR INFORMATION

Contractor You Intend to Use

Contact Name

Contractor Address

Contractor Phone

Contractor Email

Email the following to ipweac@ustravel.org by April 21, 2023:

- COMPLETED FORM
- REQUIRED CERTIFICATES OF INSURANCE (COI)**

Please include the booth holder name in the Subject line of your email, e.g., "Subject: IPW 2023 EAC form & COI - Booth Name." If your COI is being sent directly by your insurer, instruct them to indicate the booth-holder name in the subject line of the email message as well as on the form.