



## NOTIFICATION OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

DUE DATE: MAY 9, 2025

Exhibitor Appointed Contractors (EACs) are independent contractors (other than Freeman, the official show contractor) 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 the Exhibitor Appointed Contractor form by May 9, 2025;
2. Your selected contractor must provide the following certificates of insurance by May 9, 2025:
  - Workers compensation providing at least \$100,000 in coverage and meeting the requirements established by the state of Illinois.
  - Comprehensive general liability providing at least \$1,000,000 in coverage and naming U.S. Travel Association, Freeman and the McCormick Place Convention Center as additional insureds.

The EAC can then access the floor during official set-up and dismantling hours and for one hour before the first appointment session and one hour after the last appointment session each day.

### 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](mailto:ipweac@ustravel.org) by May 9, 2025:

- COMPLETED FORM
- REQUIRED CERTIFICATES OF INSURANCE (COI)

Please include the booth holder name in the Subject line of your email, e.g., "Subject: IPW 2025 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.

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ASSOCIATION®

2025 Hosts

