

Exhibitor-Appointed Contractor (EAC) Form

November 15-18, 2023 • Music City Center • Nashville, TN

No contractors will be allowed to work in the exhibitor's booth at any time, if NAEYC Show Management has not received proper notification by the deadline. The deadline to submit information is **October 16, 2023**.

EXHIBITOR-APPOINTED CONTRACTORS: PROCESS & INSURANCE REQUIREMENT

Exhibitors must notify Show Management by **October 16, 2023**, if they will be using an Exhibitor-Appointed Contractor (EAC) other than Hargrove. The outside contractors must utilize only union labor if required by the facility. All non-Hargrove contractors must provide a Certificate of Insurance to Show Management by October 16, 2023 as outlined in the Exhibitor Service Kit, in the amount of \$2,000,000 naming NAEYC as the additional insured. All EACs shall abide by the items, conditions, rules, and regulations set forth herein. EACs may not solicit exhibitors. Violation of any rule or regulation may result in the appointed contractor's removal from the exhibit floor.

Please note the following are exclusive providers of services:

Booth Catering (all food and beverage)
Booth Cleaning
Electrical Service and Labor
Forklifts and Drivers
Furnishings
Internet Service and Labor
Lead Retrieval

Material Handling
Plumbing Service and Labor
Security
Porter Service
Rigging
Telephone Service and Labor

Step #1: [CLICK HERE](#) to complete the EAC Information.

Step #2: Send confirmation email to your EAC(s) for them to upload their certificate of insurance. Please remind your EACs to submit the booth drawings/schematics to Debi Maines at debra_maines@AFassanoCo.com.

[CLICK HERE](#) for a **SAMPLE** of the Certificate of Insurance with the appropriate limits and names.

If you have any questions, please contact [Debi Maines](#) at 856-302-0890 or via email.

NAEYC does not provide service manuals for EACs; it is the exhibiting firm's responsibility to provide their EAC with the necessary show information and forms, as well as to advise them of all NAEYC rules and regulations. These rules include providing NAEYC with a current certificate of insurance, naming as additionally insured: The National Association for the Education of Young Children, Hargrove, A. Fassano & Company, Music City Center and all the Directors, Members, Officers, Agents and Employees of each of the above. Failure to follow any of the rules and regulations will result in the EAC not being allowed to perform any work in the Expo Hall.