

Exhibitor Appointed Contractor Requirements

If your company plans to use a firm who is not an official service contractor, the EAC form along with a certificate of insurance is required to be submitted to show management, NACDS. Inform your Exhibitor Appointed Contractor that they must send a copy (address below) of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in, **July 17, 2024**, or they will not be permitted to service your exhibit.

General Liability Insurance Certificate Requirements

The exhibitor shall provide NACDS evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the “Exhibitor Appointed Contractor’s” insurance agent with a minimum coverage and limits as described below:

1. Commercial General Liability with limits of not less than \$1,000,000 for each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate.
2. Umbrella/Excess Liability with a limit of not less than \$1,000,000 for each occurrence.
3. 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.
4. Automobile Liability with a limit of not less than \$1,000,000 combined single limit – each accident.
5. The Commercial General Liability Policy shall name **Freeman** (official Service Provider), **NACDS 2024 Total Store Expo** (Show) and the **Boston Convention & Exhibition Center** (Facility) as additional insured on a primary and non-contributory basis.
6. **Send General Liability Insurance Certificate to:**
TOTAL STORE EXPO
NACDS
Exhibits Department
1776 Wilson Boulevard
Suite 200
Arlington, VA 22209

Notification of Intent to Use Exhibitor Appointed Contractor (EAC)

Please return form to
TOTAL STORE EXPO
NACDS
Exhibits Department
1776 Wilson Boulevard
Suite 200
Arlington, VA 22209
Phone: 703-837-4320
Email: exhibits@nacds.org

Deadline Date:
July 17, 2024

If your company plans to use a firm who is not an office service contractor as designated by Show Management, please complete this form and mail or email to the addresses listed above.

Exhibiting Company Name: _____ Booth #: _____

Contact at Show: _____ Mobile #: _____

Exhibitor Appointed Contractor _____

Address: _____

Type of service to be performed: _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate no later than July 17, 2024, 30 days prior to the first day of the exhibitor move-in, or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIS FORM MUST BE RECEIVED BY JULY 17, 2024

Name of Show: 2024 NACDS Total Store Expo Form Deadline Date: July 17, 2024

EAC Company Name: : _____ Booth #: _____

Address: _____

Signature: _____ Date: _____

Print Name: _____

Email: _____ Phone: _____