

EAC REGISTRATION



ORDER DEADLINE:

AUGUST 28, 2009

What's an EAC?

An Exhibitor Appointed Contractor (EAC) is a company, other than the official contractor, that provides exhibit services (eg. audio visual, I&D, floral, photography, etc.). If you hire an EAC, they will need a badge to access your booth during move-in, show dates and move-out for PACK EXPO International, PROCESS EXPO, & CPP EXPO. For coordination and security purposes, exhibitors who choose to use an EAC must comply with all show rules and regulations, and complete the EACA registration process by August 28, 2009. **Forms will only be accepted if filled out by an authorized representative of the exhibiting company.**



Registration Program!

The Exhibitor Appointed Contractor Association (EACA) has once again been selected to assist PACK EXPO, PROCESS EXPO, & CPP EXPO with the registration and badging of EACs at this year's show. By registering your EAC online, the processing of the EAC notification forms and insurance certificates will be greatly enhanced and simplified. Just go to www.EACA.com and click on EAC Registration. For those exhibitors without internet access, a faxable EAC registration form is provided here.

Register online!



It's as easy as falling off a log-on.

Registering your EAC at www.EACA.com is the most convenient and timely way to assure you get the EAC you want! To register your EAC online: Visit www.eaca.com and click EAC Registration. Next, log in as an Exhibitor and select PACK EXPO 2009 as the show. Enter your booth number as your User ID. Next, enter your password. This password has been sent via email to each exhibitor. It is the same password used to access the product information and register your booth personnel online. **Note: if you are an affiliate exhibitor, the primary exhibitor's password must be used.** Enter your email address and click Register. The online system will take you through the steps to register your EAC.

WWW.EACHA.COM

Online registration is preferred, however, if you don't have Internet access, please fill out and return the following form for all of your EACs. Please type or print

EXHIBITING COMPANY _____		DATE _____
EXHIBITOR CONTACT _____	PHONE _____	BOOTH NO. _____
E-MAIL _____		
USER ID (BOOTH NO.) _____ PASSWORD _____		
EAC _____		
CONTACT _____		
STREET ADDRESS _____		
CITY, STATE, ZIP _____		
PHONE _____ FAX _____		
E-MAIL _____		
DESCRIPTION OF SERVICE FOR EXHIBITING COMPANY _____		

RETURN FORM TO:

EACA
2214 NW 5th St., Bend, OR 97701
541/317-8749 fax 541/317-8768 tel
www.eaca.com



Exhibitor Appointed Contractor (EAC) Rules and Regulations

1. All EACs must provide Show Management with a signed copy of the EAC agreement and a valid certificate of liability insurance.

If you did not register your EAC, the EAC will not be allowed access to the show floor.

2.

The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.

3.

Questions? Call The EACA, 541/317-8768

4. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the EAC is required to confine all activities to the booth space of the exhibitor who has given the valid order for services.

Solicitation on the exhibit floor is prohibited.

5.

For insurance and safety reasons, the Official Contractors designated by Show Management must be used for services such as:

- Electrical
- Rigging
- Plumbing
- Telephone
- Drayage
- Booth Cleaning