

EXHIBITOR APPOINTED CONTRACTOR (EAC) REGISTRATION FORM



What's an EAC?

An exhibitor Appointed Contractor (EAC) is any company, other than the official service contractor, that is hired to provide labor and/or non-labor exhibit services (e.g., I&D, supervision, AV, carpet/flooring, photo, video, etc.). For coordination and security purposes, exhibitors who choose to utilize an EAC and/or any third-party independent contractor or subcontractor for their exhibit at AAOP2025, must complete this registration form by February 20, 2025.

Exhibitor Information:

Exhibiting Company:

Booth #:

Exhibitor Contact:

Exhibitor Phone #:

Exhibitor Email:

Exhibitor Signature:

Date:

The authorized signature confirms that the exhibiting company has committed to use the services of the following Exhibitor Appointed Contractor and they agree:

To read and comply with all show rules and regulations as outlined in the [Exhibitor Display Rules & Regulations](#).

To obtain, maintain, and provide a copy of their certificate of liability insurance.

To read and comply with the [Meetings & Conferences Code of Conduct](#).

EAC Information:

EAC Company Name:

Pre-Show EAC Contact:

Address:

City:

State:

Zip Code:

EAC Phone #:

EAC Email:

EAC On-Site Contact:

EAC On-Site Phone #:

EAC Service Categories: *Please check all that apply.*

All Services

AV

Carpet/Flooring

I&D: Booth Labor

I&D: Supervision Only

Floral

Logistics

Other:

Transportation

Photo/Video

Number of EAC Wristbands Needed*:

*EACs will be required to pick up their wristbands onsite at the exhibit hall entrance of Grand Hall located on the Exhibit Level – LL2 at the Hyatt Regency Atlanta hotel. EACs must present a photo ID. EACs will only be allowed access to the exhibit hall during exhibitor move-in and move-out dates/times. If an EAC needs access to an exhibitor’s space at any other time, the exhibitor will need to register the EAC for an AAOP 2025 event badge.

All completed forms and certificates of liability insurance can be emailed to Kate Feuling at kfeuling@oandp.org.

Please have all completed forms submitted by February 20, 2025.

