



Exhibitor Appointed Contractor Guidelines

Exhibitor Appointed Contractors (EAC) need to register with Exhibitor Appointed Contractor Association (EACA) by **Tuesday, May 1, 2018** if you have contracted with any firm other than those appointed by BIO who will be working on your booth during installation, official show dates and dismantle.

Registration is directly online and accessible through the Exhibitor Dashboard at bio18.exh.mapyourshow.com. Your User ID and Password for the Exhibitor Dashboard will be provided by BIO. If you have not received or cannot locate your login information, please contact BIO Exhibitor Customer Service at +1.202.312.9264 or exhibit@bio.org.

EACA Registration Site: <http://www.eacashows.com>

ESCA Registration Site: <https://www.escawis.com/admin/home/>

If you need assistance during the registration process, please contact EACA at +1.541.647.1290 or meredith@eaca.com.

“Need to Know” Information:

- In order to access the exhibition, EACs will need to be registered with EACA and provide a certificate of liability insurance and register with ESCA by **Tuesday, May 1, 2018** to obtain a badge. If the applications and insurance certificate are not submitted, your EAC will not be allowed to access the exhibition floor during move-in, show days and move out. Show management may request a mailed certificate of insurance if the copy provided is not approved.
 - Registered EACs will be required to wear ESCA provided badges.
 - Authorized supervisors CANNOT register another EAC staff member for an ESCA badge but must submit the amount of staff working on the booths when registering specifically with EACA.
- EACs may register themselves by using their client's login information for EACA or an Exhibitor may register their EAC.
- The Freeman Exposition, Inc. (FREEMAN) Payment & Labor Contract specifies that payment for labor and services ordered by the Exhibitor or any third party on behalf of Exhibitor (eg, an Exhibitor Appointed Contractor) is ultimately the responsibility of the Exhibitor (jointly and severally). FREEMAN may require the Exhibitor to primarily and unconditionally guarantee the payment obligations incurred by any third party on behalf of the Exhibitor.

EACs must agree to the following rules:

- Adhere to the Boston Convention & Exhibition Center Guidelines (located in the exhibitor service kit).
- Please refer to the *Labor Jurisdiction and Safety Guideline* documents in the exhibitor service kit for explanations on how you and your EACs should work with labor.
- Remove all gang boxes, ladders, or other equipment from the aisle or other common areas by the close of each work day. The EAC is permitted to store equipment in the exhibitor's booth only.
- Not to set up and operate a service desk within the exhibit hall.
- No storage areas or other work facilities shall be located within the exhibit facilities contracted by BIO.
- Show aisles and public spaces are not considered part of the booth area.
- EAC may not solicit business on the show floor.



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- Any property of the EAC not removed at the close of working hours is left at their own risk.
- Abide by the Exhibitor Rules and Regulations of the event as set in this Exhibitor Service Kit.

The Exhibitor Appointed Contractor Association (EACA) has been selected again this year to assist BIO with registration of EACs for the 2017 BIO International Convention. EACA will contact each registered EAC to collect insurance certificates that have not been submitted and provide them with the BIO requirements for access credentials.

BIO has the right to expel EACs from the premises at any time should the EAC be found working in any exhibitor's booth not listed on the Exhibitor Appointed Contractor Form.