



### **Exhibitor Appointed Contractors (EAC) COI Information**

An Exhibitor Appointed Contractor (EAC) is a contractor appointed or hired by the exhibitor to provide services as requested. EACs typically manage the oversight of booth installation and dismantle on behalf of an exhibitor.

All EACs need to send proof of insurance along with the Exhibitor Appointed Contractor information form. *Exhibiting companies should hold insurance but do not need to provide the proof of insurance to show management.*

EACs must provide a Certificate of Insurance (COI) to Show Management with the following details:

- EACs name must be listed as “insured”
- EAC Coverage Limits: Commercial General Liability of \$1 million with a General Aggregate of \$2 million
- Additional insured: Freeman Company and ASI Show
- COI must be valid for the dates of the event including move in and move out.

Certificate Holder: The ASI Show, 4800 E. Street Rd., Trevoise, PA 19053

Please fill in all the information on the Exhibitor Appointed contractor form and send along with the COI to Zari Stahl – email: [zstahl@asicentral.com](mailto:zstahl@asicentral.com) by July 1<sup>st</sup>, 2026.



## Exhibitor-Appointed-Contractor Information Form

If your company plans to use ANY non-official, Exhibitor-Appointed-Contractor (“EAC”) for labor supervision who is not listed as an official contractor, this form must be completely filled out and signed by a representative of the Exhibiting Company. A Certificate of Insurance for your EAC **must** accompany this form.

### **ASI Show Exhibiting Company Information**

Exhibiting Company Name /asi #: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibitor Contact: \_\_\_\_\_ Exhibitor Contact Phone: \_\_\_\_\_

Exhibitor Contact Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Exhibitor Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The authorized signature confirms that the exhibiting company has committed to use the specified services of the following Exhibitor Appointed Contractor(s) and agrees to abide by all show rules and regulations.

### **Exhibitor-Appointed-Contractor (EAC) Information**

EAC Company Name: \_\_\_\_\_

Pre-Show EAC Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

EAC On-Site Contact Name: \_\_\_\_\_ Mobile Telephone Number: \_\_\_\_\_

**Return Completed form to: [zstahl@asicentral.com](mailto:zstahl@asicentral.com) by July 1, 2026**