EXHIBITOR APPOINTED CONTRACTOR FORM

Please return this form via email by January 8, 2027

Molly Fontaine
Director, Sales & Business Development

(603) 667-3904
Exhibits@wswa.org

To be Completed by the Exhibitor

FORM SUBMISSION DEADLINE: JANUARY 8, 2027

Authorized Exhibitor Representative

Company Name / Booth Number / Suite Name

Address **City** **State** **Zip**

Country **Phone** **Email**

Representative Signature

An Exhibitor Appointed Contractor (EAC) is any company other than WSWA's official service contractor, Freeman. Exhibitors are responsible for informing specific appointed contractors of the below requirements and for ensuring their compliance. All outside vendors must fulfill the following requirements:

- A certificate showing adequate general liability and property damage coverage must be received by January 8, 2027. Important: be sure the certificate of insurance indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed.

- EACs must supply a list of all full-time employees who will be installing, dismantling or working on the exhibiting company's booth or suite. WSWA management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an approved exhibitor appointed contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper certificates of insurance from their subcontractor(s), and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by WSWA management. If any EACs work in the exhibit booth during the hours that the exhibit halls are open, they must be registered for the show at the exhibitor registration rate.

- Staff of an EAC and its subcontractors must display company identification with photo at all times while on property at Gaylord Texan Resort & Convention Center.

- All exhibitor appointed contractors agree to abide by the rules and regulations set forth by WSWA in the 2027 Freeman Service Manual. Exhibitor appointed contractors may operate only out of the confines of their client's booth. Separate service desks and/or work areas will not be permitted at Gaylord Texan Resort & Convention Center.

- An "Exhibitor Appointed Contractor Form" must be signed by the Exhibitor. Forms from exhibit houses, public relations companies, etc. will not be accepted. The authorization form must be received by January 8, 2027.

Failure to fulfill the above requirements will jeopardize the EAC's ability to obtain proper admission to the exhibit floor. Please email all correspondence to the email address listed at the beginning of this form.

To be Completed by the Exhibitor Appointed Contractor

Contractor / Display House

Address **City** **State** **Zip Code**

Country **Name Of Insurance Company**

Exhibiting Company / Booth Number / Suite Name

Name(s) of Staff Installing/ Dismantling Exhibit Space

★ Please attach requested insurance information to this form.

★ Please attach a list of contractor and subcontractor personnel who will work on setting up and dismantling the exhibit booth, Main Street Suite, and/or Open Air Suite.

ACCESS LIVE 27
DALLAS, TX