

## EXHIBITOR-DESIGNATED CONTRACTORS (EDCs)

An Exhibitor-Designated Contractor (EDC) is any company other than one of the designated official contractors that provides a service to the exhibitor and needs access to the exhibit hall during installation, exhibition dates, and dismantling. EDCs are not permitted to perform any of the following services:

- booth cleaning
- electrical services
- rigging/hanging signs
- security
- material handling
- plumbing
- Internet
- telecommunications

An exhibitor can designate a contractor for installation, dismantling, AV or a specialty service, such as lead retrieval or laser engraving. Exhibitors may not designate a contractor for a service in the preceding list.

### NEW!

- *The Academy is automating the EDC designation and documentation gathering processes. The Exhibitor-Designated Contractor (EDC) Authorization and Registration Forms will be submitted online using "Exhibitor Central" on the Academy's web site. Additional information including the URL for the online submission of these forms will be sent to exhibitors in July.*
- *Exhibiting companies who designate a contractor will be required to submit the documentation outlined in this section to the Academy.*
- *Exhibitors approved for early move-in with the understanding that Freeman will provide labor for all installation work on Monday, November 3. Exhibiting companies will be allowed to use their independent contractors beginning Tuesday, November 4.*

Exhibiting companies who wish to use an independent contractor must complete and submit the EDC Authorization Form online by **Friday, August 22**. This deadline is strictly enforced.

Failure to submit the form by the deadline will result in the exhibiting company being required to use labor provided by Freeman for installation and dismantling, and other Academy contractors for other services.

### Documentation

A Certificate of Insurance and Exhibitor-Designated Contractor Registration form is required from all EDCs and subcontractors.

The Certificate of Insurance **MUST** be an original and

- include \$1,000,000 comprehensive general liability coverage against claims for bodily injury or death and property damage, for each occurrence
- include \$1,000,000 comprehensive automobile liability insurance covering owned, leased, hired, and non-owned vehicles
- include worker's compensation coverage for all permanent employees and temporary labor hired for the event
- name the American Academy of Ophthalmology as certificate holder and as an additional insured
- be in effect from November 3, 2008, through November 13, 2008

The Exhibitor-Designated Contractor Registration Form must be submitted with the following information:

- a meeting site and pre-show contact, on-site supervisor's name, and a cell phone number or 24-hour emergency phone number
- the approximate number of company employees requiring badges and the approximate number of union personnel to be hired
- the name, address, and contact data for any subcontractors hired by the independent contractor

**Friday, October 3, is the deadline for receipt of this EDC documentation.**

**Independent contractors whose documentation is not received by this date, or those whose documentation is incomplete, will not be allowed access to the exhibit floor. In these cases, installation and dismantling work will be assigned to Freeman.**

### Badges

The Academy will issue an EDC badge for each EDC Supervisor; the badge will be issued with the individual's name and his or her company's name. The EDC badge allows access to the exhibit hall during installation, dismantling, and the Joint Meeting dates. If additional EDC personnel require the same access to the exhibit hall, the EDC Supervisor should list these names on the Exhibitor-Designated Contractor Registration Form. The badges for EDC supervisors and personnel will be available at exhibitor registration from Wednesday, November 5, through Friday, November 7, during exhibitor registration hours. EDC badges will not be available for pick-up after Friday, November 7.

