

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 exhibition during installation, dismantle, and exhibition dates.

EDCs are not permitted to perform, and exhibitors may not designate a contractor for any of the following services:

- Booth cleaning (includes vacuuming)
- Electrical services
- Internet
- Material handling
- Plumbing
- Rigging/hanging signs
- Security
- Telecommunications

An exhibitor can designate a contractor for booth installation and dismantle; audio visual (AV) or specialty services, such as, engraving, photography, and videography by completing the online EDC Authorization form by **Friday, Aug. 20**.

After this date, companies will not be able to submit authorization for services for their booth including photography, videography and other specialty services.

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 dismantle, and other official contractors for other services.

Exhibitors who are in the process of selecting an EDC should contact **La Shon Smith, Exhibitions Manager, at [lsmith@aao.org](mailto:lsmith@aao.org)** prior to Friday, Aug. 20 for instructions on how to proceed.

Exhibitors approved for early move-in on Monday, Nov. 8 understand they must use labor provided by Freeman. Independent contractors may begin working on Tuesday, Nov. 9.

The EDC Authorization Form will be available in the Exhibitor Portal in June.

## Documentation

All EDCs are required to have a Certificate of Insurance (COI) and Onsite Contact Form on file with the Academy in order to have access to the exhibition. **Friday, Sept. 24** is the deadline for receipt of this 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.

It is the exhibiting companies' responsibility to ensure the Academy receives this documentation.

## Certificate of Insurance

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 8, 2021 through November 18, 2021;
- List the exhibiting company name(s) and booth number(s).

## Onsite Contact Form

This contact form provides the Academy with the following information for each designated contractor:

- Name and contact information for booth Account Manager or Representative
- Exhibiting company name and booth number
- Onsite supervisor name and cell phone number
- 24-hour emergency phone number
- Approximate number of union personnel to be hired

The Onsite Contact Form will be available online in the Exhibitor Portal for independent contractors after the exhibiting company has submitted the online EDC Authorization Form.

## Badges

Exhibitor Designated Contractor (EDC) personnel are not to be registered as exhibitor representatives. The Academy will badge the EDC personnel as Exhibitor Designated Contractors.

- The EDC badge allows access to the exhibition during installation, dismantle, and the meeting dates.
- Badges will be issued with the individual's name and company's name.
- EDC Supervisors can provide names for badges to staff in Exhibitor Registration beginning Wednesday, Nov. 10.

**All EDC personnel will require an EDC badge for access to the exhibit hall Saturday, Nov. 13.**