Coverings®
THE GLOBAL TILE & STONE EXPERIENCE

2027 EXHIBITOR SERVICES MANUAL

EXHIBITOR APPOINTED CONTRACTORS (EACs)

Coming Soon! Translation available in: ITALIAN | SPANISH | PORTUGUESE | TURKISH | MANDARIN CHINESE

WHAT IS AN EXHIBITOR APPOINTED CONTRACTOR (EAC)?

An Exhibitor Appointed Contractor (EAC) is a subcontractor, other than the General Services Contractor (Freeman), selected by an exhibitor to complete a nonexclusive service for their booth build that will require access to the exhibit hall for move-in, during the event, or move-out. These third-party contractors include but are not limited to booth design, installation, dismantle, furniture rental, floral, audio visual, or anyone that is not a direct employee of your company that will be working on any products/equipment within your booth.

WHAT ARE THE EXCLUSIVE SERVICES THAT AN EAC CANNOT PERFORM?

EACs are not permitted to provide the below services:

- Food & Beverage: Sodexo Live!
- Internet & Telecommunications: Smart Cit
- Material Handling: Freeman
- Aerial Rigging: OCCC
- Theater Rigging: Freeman
- Utilities (electrical, plumbing, compressed air): OCCC

HOW TO SELECT AN EAC

There are many factors that go into selecting an EAC. When doing so, please consider the following:

- **Scope of work** – be clear about the budget, needs, and expectations of your project with potential EACs. Ensure that they understand the time constraints and have the necessary staff to execute.
- **Experience** – an EAC with an established history in the trade show industry can help ensure that they are up for the job.
- **Reputation** – reputable EACs will be able to provide you with referrals from previous clients. Request references from past customers with similar projects and follow up with them about their experiences as needed.
- **Check the** Exhibitor Appointed Contractor Association (EACA) directory – EACA is a nonprofit organization formed with a mission to raise the level of service to exhibitors on the show floor. There are reputable providers that are not members of EACA but be sure to vet them appropriately.
- **Compare pricing** – collect multiple quotes and remember that the cheapest option is not always the best option. If the price seems too good to be true, it likely is.
- **Contract early** – do not wait until the last minute to contract an EAC. Give yourself enough time to collect multiple proposals and review them thoroughly to make the best decision for your exhibit.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

HOW CAN I WORK WITH AN EAC?

- An exhibitor planning to use an EAC must notify Coverings Show Management by completing the Notification of Intent to Use an EAC form no later than **February 25, 2027**. Completing this form provides written acceptance that the EAC will abide by the Event Guide and the Event Display Rules and the regulations governing EACs outlined below.

ARE EACS REQUIRED TO SUBMIT A CERTIFICATE OF INSURANCE (COI)?

Yes, EACs are required to submit a Certificate of Insurance (COI) specific to Coverings and its lease dates by **February 25, 2027**. Any person, who is not a direct employee of the exhibiting company, must provide his/her own proof of insurance.

*Note: **exhibiting companies** are required to insure their own personnel. Find more information go to:* Exhibitor Certificates of Insurance (COI)

If an EAC does not have general liability insurance or wishes to purchase event-specific insurance for Coverings, they can buy a policy here: EAC Insurance from Brown & Brown Or contact Kendra Monahan at kmonahan@bbrown.com.

What are the COI requirements?

- A Certificate of Comprehensive General Liability insurance in the amount of $1,000,000 per occurrence, $2,000,000 aggregate for Independent Contractors who have been authorized by Show Management to enter the premises of the show site hired by Exhibitor, with Single Limit Bodily Injury and Property Damage Coverage for each occurrence, Contractual Liability coverage, Products Liability coverage, and with completed operations coverage included.
- Workers' Compensation, Employee and Employers' Liability coverage must be in full compliance with all laws covering clients' employees.
- Insurance must be in force during the lease dates of the event, March 27 - April 14, 2027
- Certificate holder: Taffy Event Strategies
  2300 Clarendon Blvd, Ste 305
  Arlington, VA 22201
- Name as Additional Insured:
  1) International Tile Exposition, LLC a Delaware limited liability company t/a Coverings
  2) Taffy Event Strategies
  3) Orange County Convention Center
  4) Freeman
- Provide written notice to Show Management of cancellation of any coverage along with proof of replacement coverage meeting the same conditions as expressed above before entering the premises of the show site.
- Any other coverage that may be required by Show Management shall be obtained on demand.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

EAC's who have existing Liability Insurance can send their COI directly to exhibitor@coverings.com or it can be uploaded by the Exhibitor when submitting a Notification of Intent to Use an EAC form.

Exhibitors will be notified directly only if authorization of an EAC is **NOT** approved. Therefore, unless Show Management informs the Exhibitor, and if the listed conditions are met, approval to use an EAC is implied.

HOW DOES AN EAC GET ACCESS TO THE EXHIBIT HALL?

EACs do not need badges to get onto the Coverings show floor, but they must pick up a wristband at security check-in desks to access the exhibit hall during move-in and move-out dates and times. If an EAC needs to be on the floor during show hours, they must be registered with an exhibitor badge.

WHAT ARE THE REGULATIONS GOVERNING EACS?

Exhibitors utilizing EACs agree to indemnify and hold harmless International Tile Exposition, LLC a Delaware limited liability company t/a Coverings, Taffy Event Strategies, Orange County Convention Center, and Freeman from all liability, including attorney's fees, which may arise due to the third-party contractor's (EACs) presence or actions.

- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security, if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will follow existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- All EACs and their labor must be badged/wrist-banded through Show Management by completing the Notification of Intent to Use an EAC form. No one will be allowed on the show floor without proper identification.
- EACs must abide by the Cutting of Tile & Stone Material & Dust Protection Policy .
- EACs will not be permitted to store equipment in the Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from the building.
- An EAC, under no circumstances, will be allowed to remove floor-marking tape until the close of the exposition.

BOOTH DESIGN APPROVALS

- ***All Exhibits 600+ square feet** must submit the 600+ square feet Booth Design Submission
- to Show Management for approval no later than **Thursday, February 25, 2027**

- **Multi-level structures** (regardless of size) or **any exhibits with more than 300 square feet of overhead covering** must submit a Multi Level & Covered Booth Submission Form
- to be reviewed by both Show Management and the Orange County Convention Center (OCCC) no later than **Thursday, February 25, 2027**

*See more information below and at: OCCC Exhibitor Guidelines

Requirements when submitting booth designs:

- Deadline to submit your drawings is **Thursday, February 25, 2027**
- All dimensions must be in US customary units.
- Elevation drawings required and must show the height of the highest element of the display. Please see the respective height restrictions for each booth type below.
- If any type of full ceiling cover (including fabric) is used in your booth, the square footage must be shown.

Booths with raised floors must follow the U.S. Americans with Disabilities Act (ADA)

Coverings Show Management has developed these regulations in accordance with the guidelines adopted by the International Association of Exhibitions and Events (IAEE). All exhibits must conform to these regulations and are an integral part of your signed exhibit space contract.

For questions about booth designs and approval contact Patti Hoffend at phoffend@taffyevents.com.