**Exhibitor Appointed Contractor Process**

Are you using an Exhibitor Appointed Contractor (EAC) to install or dismantle your booth? If so, our [PAX Unplugged online portal](https://na.eventscloud.com/paxunplugged?categoryid=5751726&subcategoryid=5751727) makes designating your EAC fast and easy.

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies, but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who provide a necessary service at show site for the Exhibitor and are not the official contractor for the show.

We recognize exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and pay the $300 fee for each of your booth. The fee is competitive within the marketplace and applies to all contractors (other than official contractors) regardless of the service they provide (labor, supervision, products, services, etc.).

To review the information on the [EAC Process](https://acrobat.adobe.com/id/urn%3Aaaid%3Asc%3AUS%3Ab0bb8571-5f66-4894-a928-5f4bc917d3fe) follow the link.

EACs will NOT be allowed on the show floor unless all the requirements are satisfied:

* EAC must complete all required documentation via the online [EAC portal](https://na.eventscloud.com/paxunplugged?categoryid=5751726&subcategoryid=5751727https://na.eventscloud.com/paxunplugged?categoryid=5751726&subcategoryid=5751727)
* EAC must submit a valid [Certificate of Insurance (COI)](https://acrobat.adobe.com/id/urn%3Aaaid%3Asc%3AUS%3A6d9aa9ee-505f-4851-9002-0dc8f151f820) with the required coverage via the online EAC portal
* EAC must agree to the [Rules & Regulations](https://acrobat.adobe.com/id/urn%3Aaaid%3Asc%3AUS%3A58dd7833-de0a-441e-b77f-bfef364311bd) outlined in Exhibitor Service Kit along with the EAC Rules & Regulations
* EAC must pay an administrative fee is required for each exhibiting company in each booth location; payment will be submitted via the online EAC portal
* EAC must agree to the Mandalay Bay Vendor Agreement on the EAC portal.

Should you have any questions please email PAXUnplugged@EACMgmt.com.