



EAC Rules & Regulations

- A)** The Show Organizer has the right and obligation to establish and enforce equitable Rules & Regulations for the ISHLT Annual Meeting for the mutual benefit of all Exhibitors and Attendees to the event.
- B)** Exhibitor Appointed Contractors (EACs) must abide by the Rules & Regulations of the Show, Venue and those outlined in the Exhibitor Service Manual.
- C)** EAC must complete the EAC registration process via the online EAC portal. EACs shall not engage in solicitation of business on the show floor.
- D)** EACs are only allowed on the show floor during move-in and move-out hours.
- E)** Any Exhibitor who has designated an Exhibitor Appointed Contractor must ensure the EAC has a current Certificate of Insurance (COI) on file, evidencing the correct coverage, by **Friday, 14 February 2025**, or the EAC will not be able to access to the show floor. The EAC must upload the COI via the online portal with the following coverages:
- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$500,000 each accident, \$500,000 disease - each employee, and \$500,000 disease - policy limit.
 - Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: International Society for Heart and Lung Transplantation (ISHLT), Freeman Expositions, LLC, Massachusetts Convention Center Authority (MCCA), and the John B. Hynes Veterans Memorial Convention Center and their respective officers, agents, employees, representatives, and volunteers are additionally insured.
 - COI must include the complete show dates of April 25-30, 2025
 - The certificate holder must be listed as: ISHLT, Attn: ISHLT 2025 Annual Meeting, 141 West Jackson, Suite 1340, Chicago, IL 60604.
- F)** Exhibitor Appointed Contractors shall fully cooperate with the Show Official Contractors and assist Official Contractors in the efficient utilization of labor, equipment, space, and time, and shall complete installation prior to 8:00 PM on Saturday, April 26 to include removal of empties, and dismantle and pack prior to 12:00 PM on Wednesday, April 30.
- G)** Exhibitor Appointed Contractors should not violate existing labor regulations or contracts. The EAC shall adhere to the regulations set up by the John B. Hynes Convention Center and the Show Organizer.
- H)** EAC must pay \$150 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal. Payments are non-refundable. There will be a 6% credit card fee deducted from the original amount paid if an EAC application is requested to be canceled after it has been submitted and processed.
- I)** To cooperate fully with the Official Contractor and assist in fulfilling their responsibilities, especially by refraining from placing an undue burden on the Service Contractor by interfering with the efficient utilization of labor by the Official Contractor.
- J)** In addition, the Exhibitor Appointed Contractor shall share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- K)** The exhibit floor, aisles, loading docks, service and storage areas will be under control of Freeman. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.
- L)** The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
- M)** The Show Organizer is the ultimate arbiter and enforcer of show rules.
- N)** Exhibitor Appointed Contractors should generally be authorized to work provided the following: (1) Proper work forms have been filed by the Exhibitor; and (2) The designated contractor meets requirements of the exhibit regulations and rules.
- O)** Exhibitor Appointed Contractors should furnish the Show Organizer with names, phone numbers of a key contact for emergencies, and should designate a contact in the same city as the show move-in through move-out.
- P)** All property of the Exhibitor Appointed Contractor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither ISHLT or its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended the EAC obtain adequate insurance coverage, at their expense, for property loss or damage and liability for personal injury.
- Q)** All contractors, event related contractors, General Service Contractors (GSC), Installation and Dismantling Contractors (I&D) and Exhibitor Appointed Contractors (EAC), are required to enter the Hynes through the Dalton Street entrance for credential processing. Individuals picking up event credentials must show a valid form of photo identification (driver license, passport, ESCA badge). Entry will be denied for anyone not able to present a valid form of ID.
- R)** The Contractor Company Supervisor is responsible for emailing labor lists to the Public Safety Manager (HynesLaborList@signatureboston.com) as soon as possible, but no later than 5:00 p.m. of the day before the labor call. In the case of weekend/Monday labor calls, Saturday, Sunday and Monday labor lists must be received no later than 5:00 p.m. on Friday. These labor lists must be submitted in a spreadsheet format include the date(s), time(s) and event name that the list applies to, and must be sorted in alphabetical order, last name, first name, middle initial.