

Exhibitor Appointed Contractor (EAC) FAQs for Exhibitors

What is an Exhibitor-Appointed Contractor?

Any contractor other than the RSNA-designated official contractor that is performing services in your booth is considered an Exhibitor Appointed Contractor (EAC). This includes contractors who perform labor, supervision or any other service.

Who is the Official Contractor or General Contractor for RSNA?

The official contractor or General Contractor for RSNA is Freeman Company.

Are there other Official Contractors for RSNA?

RSNA has designated official service contractors to provide all services to exhibitors other than supervision. A complete list of official booth contractors is found in the Exhibitor Service Kit under the Official Booth Contractors tab.

Which services can only be provided by an Official Contractor?

The RSNA General Contractor or other RSNA-designated official contractor must provide the following services:

- Installation and dismantling of Headquarters Offices, Meeting Suites, and exhibitor kiosks
- Electrical
- Plumbing
- Cleaning
- Telephone
- Security
- Drayage
- Rigging
- Catering

How do I register my EAC?

You have two options for registering your EAC. You can complete the EAC Registration Form or you can use the EAC Online Registration System. Both options can be found in the Exhibitor Service Kit under the RSNA Guidelines tab. To register your EAC, you will need your exhibiting company number with RSNA and your booth number.

Your EAC will need to submit the following items to complete the registration process:

- Contract Agreement between EAC and RSNA
- Certificate of Insurance that meets RSNA's liability insurance requirement

Is there a deadline for registering my EAC?

The deadline to register your EAC for RSNA 2019 is October 11, 2019.

Can my EAC complete their own registration?

RSNA requires all exhibiting companies to register the EAC they have selected.

Why does my EAC need to be registered?

For safety, security, and liability reasons, RSNA must be aware of all individuals on the exhibit floor. Other than employees of RSNA-designated official contractors or full-time employees of an exhibiting company, no other individuals are allowed on the exhibit floor during setup or tear down. An unregistered EAC performing services in your booth will be removed from the show floor.

Registering your EAC is an important step because it guarantees the EAC has proper liability insurance therefore protecting RSNA, McCormick Place, Freeman Company, and the exhibitor.

Does my EAC need insurance?

All EACs must provide a copy of their Certificate of Insurance (COI) showing that they meet the minimum requirements for general liability insurance as established by RSNA. This is a separate insurance requirement from the general liability insurance that is required of all exhibiting companies.

Can my EAC perform services in my booth on show days?

An EAC can request Show Day Badges by submitting a Show Day Badge Request in the Exhibition Services Office during move-in/setup. Show Day Badges will be ready for pickup by Saturday afternoon before the show opens on Sunday.