EXHIBITING SUPPLIER APPOINTED CONTRACTOR (EAC) APPLICATION

HDAW27
Heavy Duty Aftermarket Week '27

DEADLINE: December 18, 2026

REMIT COMPLETED FORM TO:
HDAW Conference Management
10070 West 190th Place
Mokena, IL 60448
E-mail: skulas@wtglasgow.com

We propose to use the following persons or organizations not covered in the Exhibiting Supplier Guide to perform services in connection with our exhibit while in the Gaylord Texan Resort & Convention Center at the forthcoming Conference. We understand and agree that they will abide by all the Conference Rules and Regulations and those outlined below. Persons or organizations, other than those designated as official contractors for the Conference, who are proposed for the performance of any services within the Gaylord Texan Resort & Convention Center, Grapevine, Texas, for an exhibiting supplier and approved by Conference Management will:

1. Abide by the same rules and regulations as an exhibiting supplier, pertaining to exhibit rules and limitations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by Conference Management.
3. If you are using a non-official sub-contractor, please be sure to fill out this form. **The non-official sub-contractor will be required to provide proof of insurance.** The following companies must be added as additional insureds for General Liability: William T. Glasgow, Inc., Auto Care Association, CVSN, MEMA, Gaylord Texan Resort & Convention Center, and Freeman Company.
4. Secure from the official contractors all services required other than erection and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
6. An Exhibiting Supplier Appointed Contractor (EAC) must have a signed contract with the exhibiting supplier to do the exhibit booth construction for set-up and teardown.

Exhibiting Supplier: _____ Booth #: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Contact Name: _____

Contact Email: _____

Contractor's Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

RULES AND REGULATIONS FOR OTHER THAN OFFICIAL SERVICE CONTRACTORS

Persons or organizations other than those designated as official contractors for HDAW'27 who are proposed for the performance of any services within the Gaylord Texan Resort & Convention Center for an exhibiting supplier and approved by Conference Management will:

1. Be given the right to provide services requested of him by an exhibiting supplier in the set-up and dismantling of exhibits on the product exposition floor and he shall have the right to utilize qualified employees.
2. Not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the independent contractor shall adhere to the regulations set up by the facility and Conference Management regarding entrance. An Exhibiting Supplier Appointed Contractor must have a signed agreement with the exhibiting supplier to do the exhibit booth construction for set-up and teardown.
3. Possess a public liability and property damage insurance policy for at least $1,000,000, shall be a signatory and confirm with current accepted labor contracts.
4. Have a true and valid order for service from an exhibiting supplier in advance of the Conference move-in date and shall not solicit business upon the product exposition floor or during move-in dates.
5. Provide adequate notice to Conference Management of the exhibiting suppliers who have retained them, and the services to be performed for each, as well as evidence of his conformation with the provisions of paragraphs 3 & 4 above which Conference Management will keep confidential. Conference Management will consider this notice form the independent contractor as sufficient evidence of the relationship between him and his clients. Exhibiting supplier will verify authorization for installation and dismantling upon request of Conference Management.
6. Be responsible for adherence to all rules of ingress and egress in a timely, professional manner, and shall complete his installation prior to 5:00 pm on Monday, January 18, 2027, and not to start dismantling /packing prior to 1:00 pm on Wednesday, January 20, 2027.
7. Prior to starting work, furnish Conference Management the names of all his employees who will be working in the product exposition, as well as the name, address, telephone and/or pager number of key executives for emergency contact.
8. Cooperate fully with the official contractor and assist him in fulfilling his 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.
9. 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.
10. **All exhibits must be set and in place by 5:00 pm on Monday, January 18, 2027.** The product exposition will be closed to all exhibiting suppliers, I&D companies, and exhibit booth personnel at 5:30 pm on Monday, January 18, 2027, so that all empty crates and cartons can be removed, aisles can be cleaned, aisle carpet is laid down etc. All plastic used to cover the carpeting in the exhibit booth must be removed by this 5:00 pm deadline.
11. If installation of any crated exhibit has not been completed by 5:00 pm on Monday, January 18, 2027, and no arrangements have been made, then Conference Management shall order the exhibit be erected and the exhibiting supplier will be billed for and agrees to pay for all charges incurred. Conference Management shall not be liable for damages that may occur during this exhibit set-up. In addition, there will be a $500 fine and loss of seniority for that year.
12. All labor/supervisors may not sell or buy products from exhibiting supplier companies during the HDAW Conference move-in, product exposition days or move-out.