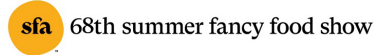


# EXHIBITOR-APPOINTED-CONTRACTOR (EAC) AND THIRD-PARTY REGISTRATION



## What's an EAC?

An Exhibitor Appointed Contractor (EAC) is any company, other than the official service contractor, that is hired to provide labor and/or non-labor exhibit services (e.g., I&D, supervision, AV, carpet/flooring, photo video, etc.). For coordination and security purposes, exhibitors who choose to utilize an EAC and/or any third-party independent contractor or subcontractor for their booth at the 2024 Summer Fancy Food Show, must complete the EAC Registration process by **May 17th, 2024**.



## Registration Program!

Exhibitors must notify Specialty Food Association (SFA) (Show Management) via the Exhibitor Appointed Contractor Association (EACA) of the intent to utilize an EAC and/or third-party independent contractor or subcontractor. **Online registration is preferred**, however, hard copies of EAC registration forms will be accepted. EACs may not register themselves. This step must be completed by an authorized representative of the exhibiting company.

## EAC Registration Online

Registering your EAC and third parties online via [www.ecashows.com](http://www.ecashows.com) is the easiest and most timely way to notify SFA of your intent to utilize an EAC.

Step 1: Using the EXHIBITOR SIGN-IN method at [www.ecashows.com](http://www.ecashows.com), select "Summer Fancy Food Show 2024" from the event list.

Step 2: Enter the following:

- User ID = Exhibitor Primary Contact Email
- Email = Exhibitor Primary Contact Email
- Password = Booth Number

Step 3: Click the "SELECT EACS" button and choose a service category. Continue by following the steps noted on your screen.

**Important:** If you have any questions or need your EAC Registration login credentials, please email [info@eaca.com](mailto:info@eaca.com). We can only provide these credentials to the show-assigned primary contact of the exhibiting company.

## EAC Registration by Form

Please fill out this form if you are unable to access the online registration system at this time. Submit one (1) form per EAC or third-party company used.

Exhibitor Name: \_\_\_\_\_ Booth No. (required): \_\_\_\_\_

EAC/Third-Party Company Name: \_\_\_\_\_

EAC Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

EAC Primary Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_

EAC Primary Contact Phone: \_\_\_\_\_

EAC Primary Contact Email (required): \_\_\_\_\_ Secondary Email: \_\_\_\_\_

### Service Category:

- |  |   |
|--|---|
| <input type="checkbox"/> All Services          | <input type="checkbox"/> Floral         |
| <input type="checkbox"/> AV                    | <input type="checkbox"/> Logistics      |
| <input type="checkbox"/> Carpet/Flooring       | <input type="checkbox"/> Photo/Video    |
| <input type="checkbox"/> I&D: Booth Labor      | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> I&D: Supervision Only | <input type="checkbox"/> Other:         |

### RETURN FORM TO:

EACA  
Attn: Shauna Harris, EAC Registration  
Email: [shauna@eaca.com](mailto:shauna@eaca.com)  
**May 17th, 2024**