

ACS/Clinical Congress 2026

September 26-29, 2026 | Washington, DC

Exhibitor Appointed Contractors

An Exhibitor Appointed Contractor (EAC) is a company 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 are not the official contractors of the show, but provide a necessary service at show site for the Exhibitor.

EXHIBITING COMPANY REQUIREMENTS

- [Submit a Notice of Intent to Hire an EAC](#) by August 17, 2026 to ensure your EAC can gain access to the exhibit hall. An EAC cannot complete this form on behalf of the exhibitor.
- Provide the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, show guidelines, etc.)

EAC REQUIREMENTS

- Comply with all show guidelines in the [Policy and Procedures](#).
- Email a Certificate of Insurance (COI) to khaines@tradeshowlogic.com including all liability coverage requirements outlined below by August 17, 2026.

EAC LIABILITY INSURANCE REQUIREMENTS

When attaining the certificate of insurance (COI) from a carrier, please note the following requirements:

- Coverage must include Commercial General Liability insurance with limits of not less than \$2,000,000 per occurrence.
- Insurance must be in force during the complete facility access dates of September 25 – September 30, 2026.
- The certificate holder must be listed as: American College of Surgeons, 633 N Saint Clair Street, Chicago, IL 60611.
- Additional insureds must be listed as: American College of Surgeons (ACS), ACS Clinical Congress 2026, Tradeshow Logic, Freeman, Walter E. Washington Convention Center.