MARCH 4-7, 2027
SEATTLE CONVENTION CENTER

Exhibitor Appointed Contractor (EAC) Rules & Regulations

Compliance & Registration

The Show Organizer has the right and obligation to establish and enforce equitable Rules and Regulations for Emerald City Comic Con for the mutual benefit of all Exhibitors and Attendees to the event.
Please read this document carefully.

- EACs must comply with all rules set by the Show Organizer, Venue, and Exhibitor Service Manual.
- EACs must register via the online EAC portal (insert link) and pay the fee per booth/meeting room serviced.
- A 6% credit card fee applies to canceled applications after processing. No refunds will be issued post show.
- Workers must always wear designated daily wristbands.

Insurance Requirements

EACs must submit a valid Certificate of Insurance (COI) via the online portal by **EAC Deadline of February 2, 2027,** or will be denied floor access.

Required coverage includes:

- General Liability: $1,000,000 per occurrence, $2,000,000 aggregate, $2,000,000 products and completed operations aggregate, $1,000,000 personal and advertising injury, $5,000 medical expense, and $300,000 damage to premises..
- Automobile Liability: $1,000,000 (if operating on the show floor).
- Workers Compensation: As required by law with Employers Liability Limits of not less than $1,000,000 each accident, $1,000,000 disease - each employee, and $1,000,000 disease - policy limit.
- Additional Insureds: Emerald City Comic Con, Reed Exhibitions, a division of RELX Inc., Global Experience Specialists, LLC, Seattle Convention Center, The Washington State Convention Center Public Facilities District (WSCC PDF), and the members, officers, directors, agents, employees, successors, assigns, and affiliates.
- Full event dates, including move-in/move-out dates: March 2 – March 8, 2027.
- Certificate holder: Reed Exhibitions, a division of RELX Inc., ATTN: Emerald City Comic Con, 401 Merritt 7, 5th Floor, Norwalk, CT 06851.

On-Site Regulations

- EACs must confirm work orders before arrival and may not solicit additional work.
- Motorized carts, scooters, and mechanical material handling equipment are prohibited.
- Floor marking tape must remain in place until show close.
- Booth designs must comply with the Exhibitor Resource Manual.
- EACs must adhere to fire, safety, and exhibit hall regulations.

Labor & Contractor Coordination

- EACs must cooperate with Global Experience Specialists, LLC (the General Services Contractor (GSC)) for efficient labor, space, and time use.
- Installation must be completed by 6:00 PM on March 3 and dismantled by 11:00 AM on March 8.
- EACs must follow all labor laws, venue regulations, and union contracts. Any labor disputes affecting the event will be the EAC's full responsibility.
- EACs must pay costs related to their operations, including overtime, space restoration, and waste disposal.

Facility & Space Management

- The exhibit floor, aisles, docks, and storage areas are under GSC control; EACs must coordinate activities accordingly.
- EACs must keep operations within their client's exhibit space—no service desks, storage, or work areas outside of designated booths.
- Aisles and public spaces must always remain clear.

Show Organizer Authority & Enforcement

- The Show Organizer has final authority over all show rules and participation.
- EACs must meet all the venue and GSC requirements to operate at Emerald City Comic Con.
- EACs must provide emergency contact details and a local contact available during move-in and move-out.
- **Access Denial:** EACs will be barred from the show if they:
  - Breach any show regulations.
  - Cause labor disputes, strikes, or disruptions.

Liability & Risk Management

- EACs are responsible for their own property; the Show Organizer and venue assume no liability for theft, damage, or loss.
- EACs must obtain appropriate insurance coverage for property loss and liability risks.
- EACs must be registered and authorized to work in Seattle, Washington and comply with all federal, state, city, and venue regulations.
- By participating, EACs agree to these terms and acknowledge their responsibilities.