



David L. Lawrence Convention Center  
Pittsburgh, PA  
**EXHIBITOR APPOINTED CONTRACTOR (EAC)  
NOTIFICATION FORM**  
**DUE DATE: September 5, 2025**

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SASE has selected certain firms (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any firm other than those appointed by SASE you must complete and return this form. It is your responsibility to inform your contractor of the rules governing exhibitor appointed contractors.

**No later than 21 days prior to the first day of move in** EAC's are required to provide a certificate of insurance showing a minimum limit of \$1,000,000.00 per occurrence for property damage, personal injury, workers compensation aggregate coverage of \$3,000,000.00 per occurrence, and naming the following as additionally insured for the dates of the event (including move in and out days):

**Society of Asian Scientists & Engineers; ROC Management, Inc.; David L. Lawrence Convention Center, SMG, Sports and Exhibition Authority of Pittsburgh and Allegheny County, and Commonwealth of PA; and Shepard Exposition Services.**

**Certificate Holder: Society of Asian Scientists & Engineers PO Box 11179 Denver, CO 80211-0179**

- The EAC must abide by the rules and regulations of the event and all pertinent union regulations.
- The EAC's employees must wear approved identification badges at all times while in the work area.
- If the EAC is empowered to incur expense on behalf of the exhibitor, a *Third Party Payment Authorization* form must be completed and returned to Shepard. The exhibitor agrees that they are ultimately responsible for the cost of all services provided in connection to their exhibit space.
- The EAC agrees to have evidence, in the exhibit space, that it has a valid authorization from the Exhibitor for services.
- The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Expo aisles and public areas are not part of the Exhibitor's exhibit space.
- The EAC may not solicit business on the expo floor.
- The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work and shall provide Event Management with evidence of compliance.
- If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

Exhibiting Company: \_\_\_\_\_ Exhibit Space #: \_\_\_\_\_

**EAC:**  
Company: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E-mail to:** E-Mail: [dan.rosenstock@saseconnect.org](mailto:dan.rosenstock@saseconnect.org)