EAC SUBMISSION PROCESS

For any exhibitors wishing to use Exhibitor Appointed Contractors (third party contractors who are not Freeman or McCormick Place), please note you will need* your EAC’s contact information, the EAC’s insurance company contact information and the EAC’s insurance certificate. You will upload these through your Exhibitor Dashboard. Your company password is written in your confirmation letter, invoice and exhibitor newsletter. *You may also choose to provide your EAC with your company password so they may upload the information themselves.

2019 Dashboard: https://s36.a2zinc.net/clients/SME/Fabtech2019/Public/e_Login.aspx

1- Upon logging in, please scroll down to the Logistics section (see image below) and click on the blue hyper-linked “Submit Exhibitor Appointed Contractor (EAC) Info” header.

Image:

![Image](image.jpg)

2- Fill out the form online and attach the insurance certificate. The certificate must include the following as Additional Insureds:

- Society of Manufacturing Engineers (SME)
- Fabricators & Manufacturers Association, Int’l. (FMA)
- American Welding Society (AWS)
- Precision Metalforming Association (PMA)
- Chemical Coaters Association International (CCAI)
- The City of Chicago, IL
- McCormick Place

3- Click Submit
   a. Please note- if you have multiple EAC’s you must return to the Dashboard home page and click on the “Submit Exhibitor Appointed Contractor (EAC) Info” header each time to add additional EAC’s.

Please contact Sara Dean at 313-425-3247 or sdean@sme.org with questions. Thank you!

DEADLINE FOR SUBMISSION IS SEPTEMBER 27, 2019 - NO EXCEPTIONS!