



18-21 MAY 2026 | TAMPA, FL

EXHIBITOR-APPOINTED CONTRACTORS (EACs)/ STAND BUILDERS/ THIRD-PARTY CONTRACTORS RULES

EACs must comply with all SOF Week 2026 Rules and must ensure that their actions do not cause an exhibitor to violate any rules or the [SOF Week 2026 Exhibit Booth Rules & Regulations](#).

Exhibitors have the option of using The Expo Group (the official service contractor for SOF Week 2026), a qualified independent exhibitor-appointed contractor (EAC) or full-time personnel from their own company to install and dismantle displays.

It is the exhibitor's responsibility to ensure that all EACs are registered with show management, that all representatives of the EAC abide by the SOF Week 2026 Exhibitor Rules and to provide badges for those staff working on show days. The exhibiting company is responsible for the actions of their independent contractors and subcontractors.

WHAT IS AN EXHIBITOR-APPOINTED CONTRACTOR?

An exhibitor-appointed contractor (EAC) is any individual or company that is not an employee of your company that is hired to install/dismantle/provide service to your booth (i.e., installation/dismantling contractors, booth designers/builders, AV suppliers, non-official florists, carpet suppliers/installers, furniture suppliers, laborers, etc.).

NOTIFICATION OF INTENT TO USE EAC

Exhibitors may use an EAC if the service to be performed is not an exclusive service and if the following items are submitted by 20 March 2026:

- The exhibitor has designated the EAC as their service provider on the [Exhibitor EAC Designation Form](#).
- EAC submits the [EAC Application/Contract](#) and Certificate of Insurance to SOF Week show management and agrees to abide by all EAC, exhibitor and show rules.
- [Exhibitor/EAC submits stand drawings \(see additional information below\) for Show Management approval via online portal](#)

Exhibitors who fail to register their exhibitor-appointed stand builder/EAC by the 20 March 2026 deadline will be required to hire the services of the official service contractor, Freeman, for installation and dismantling of their exhibit.

EACs who have not been registered by the exhibitor or that have not completed the online EAC contract/application and provided a copy of their Certificate of Insurance will not be permitted to work onsite at SOF Week 2026.

Stand drawings will not be reviewed by show management until the Notification of Intent to Use Exhibitor-Appointed Contractor form and EAC Contract/Application have been completed online and the EACs Certificate of Insurance has been received.

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AGREEMENT WITH RULES

EAC agrees to comply with all SOF Week 2026 rules, including those found in the Exhibitor Resource Center, and shall ensure that its actions do not cause an exhibitor to violate the SOF Week rules or the SOF Week [Exhibitor Contract Terms & Conditions](#).

BADGES

- Official show badges are required for all individuals to access SOF Week 2026.
- This includes Move-In, Show Days and Move-Out.
- Exhibitors utilizing the services of an installation and dismantling company/EAC/Stand Builder during official show hours must provide exhibitor badges for those individuals.

BICYCLES, SKATEBOARDS & SCOOTERS

- Bicycles and scooters will be permitted in the exhibit halls at the TCC during move-in and move-out only, provided they are operated in a safe manner.
- Skateboards and motorized vehicles are not permitted in the exhibit halls at any time at SOF Week.

DRAWING APPROVAL

Show management requires all exhibitors in booths of 400 sq ft or more to submit detailed stand drawings including dimensions of all hard walls and all hanging elements, for approval by 20 March 2026, through the [Stand Drawing & Hanging Signs Submission Form](#).

Refer to the [Exhibitor Booth Guidelines & General Rules & Regulations](#) to see the rules for your exhibit space prior to designing your space to be sure that it complies with show rules.

Stand drawings must include the following:

- Exhibitor name and booth number
- Rendering packet, including back view
- Technical drawings
- Dimensions - heights, widths and lengths of all hard walls, including glass
- Orientation - label surrounding stand numbers
- Safety rigging and Hanging signs, if applicable
- Lighting trusses
- Maximum exhibit height within booth

Multi-level Exhibits require approval from the following:

- Show Management to ensure compliance with show rules
- The General Service Contractor to ensure that there are no physical obstructions that will create problems during setup
- The exhibit facility, fire marshal, and/or relevant local government agency if it is deemed to be a "structure" for building purposes.

Drawings for double-deck structures and those with rigging must also include the following:

- Maximum number of occupants allowed
- Drawings for tents, awnings and canopies should include detailed plans showing size,



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height, location, anchoring areas and certification that the material is flame retardant

Note: Exhibitors who have not received prior approval for their stand drawing may be delayed upon move-in.

INDEMNIFICATION; ASSUMPTION OF RISK

To the fullest extent permitted by applicable law, for SOF Week, Exhibitor shall indemnify, defend (with legal counsel satisfactory to MCI and GSOF), and hold MCI and its officers, directors, agents, affiliates, representatives, employees and assigns, GSOF and its officers, directors, agents, affiliates, representatives, employees and assigns and the exhibit facility harmless from any claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from or arise out of: (a) Exhibitors' and/ or Exhibitor's officers, directors, employees, contractors, agents, representatives and/or invitees' (collectively, with Exhibitor, the "exhibitor parties") negligence or other wrongful/ unlawful act or omission at or in relation to SOF Week, (b) a breach by any Exhibitor party of any agreements, covenants, promises or other obligations under this contract (c) any manner for which any Exhibitor party is otherwise responsible under the terms of this contract and/ or applicable law; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from the actions of any Exhibitor parties; (f) harm or injury (including death) to any Exhibitor party and/ or loss of or damage to property or the business or profits of any Exhibitor party, whether caused by negligence, intentional act, accident, act of god, theft, mysterious disappearance or otherwise; provided, however, that such indemnification, defense and hold harmless obligations of exhibitor shall not apply for losses or claims proximately caused by MCI gross negligence, acts of theft, or willful misconduct.

INSURANCE

EACS WORKING ON BOOTHS AT ALL VENUES EXCEPT PETER O. KNIGHT AIRPORT

EACs working on behalf of Exhibitors at all venues other than Peter O. Knight Airport must maintain the following insurance during the entire event, including move-in and move-out periods:

- 1) Commercial general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, combined single limit for bodily injury and property damage, at least \$2,000,000 for products-completed operations aggregate, at least \$1,000,000 for personal and advertising injuries and at least \$100,000 for damage to premises rented to you;
- 2) Workers' compensation and employers' liability insurance in accordance with statutory limits;
- 3) Insurance against the risk of fire for all installations and equipment owned or leased by EAC; and
- 4) If EAC will own or operate any motor vehicles at any facility, automobile liability insurance with limits in an amount adequate to cover all of EAC's motor vehicles at the facilities but not less than \$1,000,000.

- Insurance must be primary and noncontributory to any other insurance coverage, and the exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties listed below.
- Insurance must be in effect at a minimum from the first day of move-in (12 May 2026) through the last day of move-out (23 May 2026).
- Evidence of insurance meeting the requirements of this section must be submitted in advance for approval to Show Management, along with other EAC registration details.
- The requirements of this section in no way limit the liability of the EAC.



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- Insurance certificates should identify the name and address of the certificate holder as:

Global SOF Foundation
c/o SOF Week 2026
3690 W. Gandy Blvd., Suite 101
Tampa, FL 33611

- The following groups, along with their officers, volunteers and employees, must each be named as additional insureds on the COI for all policies other than Workers' Compensation:
 - Global SOF Foundation
 - MCI USA Operating Co.
 - The Expo Group
 - Tampa Convention Center
 - Westin Tampa Bay
 - Embassy Suites Tampa Convention Center
 - JW Marriott Tampa Water Street
 - Tampa Marriott Water Street

EACS WORKING EXCLUSIVELY FOR PETER O. KNIGHT EXHIBITORS

EACS working on behalf of Exhibitors at Peter O. Knight Airport must maintain the following insurance during the entire event, including move-in and move-out periods:

- 1) Commercial general liability insurance, including broad form contractual liability coverage, with limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, combined single limit for bodily injury and property damage, at least \$2,000,000 for products-completed operations aggregate, at least \$1,000,000 for personal and advertising injuries and at least \$100,000 for damage to premises rented to you, at least \$1,000,000 for products/completed operations aggregate.
- 2) Workers' compensation and employers' liability insurance in accordance with statutory limits of \$1,000,000, with \$1,000,000 coverage for each employee for disease;
- 3) Insurance against the risk of fire for all installations and equipment owned or leased by EAC; and
- 4) If EAC will own or operate any motor vehicles at any facility, automobile liability insurance with limits in an amount adequate to cover all of EAC's motor vehicles at the facilities but not less than \$1,000,000.

- Insurance must be primary and noncontributory to any other insurance coverage, and the exhibitor shall obtain a waiver of subrogation on each policy in favor of the additional insured parties listed below.
- Insurance must be in effect at a minimum from the first day of move-in (12 May 2026) through the last day of move-out (23 May 2026).
- Evidence of insurance meeting the requirements of this section must be submitted in advance for approval to Show Management, along with other EAC registration details.
- The requirements of this section in no way limit the liability of the EAC.
- Insurance certificates should identify the name and address of the certificate holder as:

Hillsborough County Aviation Authority
Attn.: Chief Executive Officer
Tampa International Airport
Post Office Box 22287
Tampa, Florida 33622

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- The following groups, along with their officers, volunteers and employees, must each be named as additional insureds on the COI for all policies other than Workers' Compensation:

- Global SOF Foundation
- MCI USA Operating Co.
- Hillsborough County Aviation Authority
- Atlas Aviation
- The Expo Group
- AEM International

ONSITE SETUP

- EACs and all of their job boxes must remain within the exhibitors' contracted space.
- EACs must not use common areas, aisles or adjacent exhibitor space for job boxes, storage or production areas.

SMOKING

Smoking and vaping are strictly prohibited within 25 feet of a building in compliance with the Florida Clean Indoor Air Act. The Sail Bar has designated smoking areas.

WAIVER OF LIABILITY

Under no circumstances will Show Management be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages of Exhibitor, regardless of whether such losses or damages were foreseeable or Show Management was informed of the possibility of such losses or damages. The maximum liability of Show Management under any circumstances will not exceed the exhibit fee actually paid by Exhibitor to Show Management.

VIOLATIONS

Show Management may deny the EAC access to SOF Week if EAC fails to comply with the terms of the Exhibitor-Appointed Contractor (EAC) Application/Contractor and SOF Week Rules.

Show Management will not be liable to any exhibitor or EAC for any losses that result from an EAC's failure to comply.