



NEW ELECTRONIC PROCESS FOR EAC SUBMISSIONS

For any exhibitors wishing to use Exhibitor Appointed Contractors, please note you can now submit your EAC form and corresponding insurance certificate through your Exhibitor Hub. [Click Here for Your 2025 Exhibitor Hub.](#)

Or [click here](#) to go directly to the form.

1. Upon logging in, go to your Exhibitor Profile and scroll down to Tasks and click on the blue hyper-linked “Exhibitor Appointed Contractor” form.
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)
The City of Dallas, TX
Kay Bailey Hutchison Convention Center

3. Click Submit
 - a. Please note – if you have multiple EAC’s you must return to the Exhibitor Hub & click on the “Exhibitor Appointed Contractor” form to add additional EAC’s.

Please contact Pat Isham at 313.425.3151 or pisham@sme.org with questions.
Thank you.

**DEADLINE FOR SUBMISSIONS IS FRIDAY, SEPTEMBER 19, 2025.
NO EXCEPTIONS!**