



ELECTRONIC PROCESS FOR EAC SUBMISSIONS

For any exhibitors wishing to use Exhibitor Appointed Contractors, please note you will now submit your EAC form and corresponding insurance certificate through your Exhibitor Dashboard. Your company password is written in your confirmation letter and is also located near the bottom of every invoice.

[Click Here for Your 2025 Dashboard](#)

1. Upon logging in, scroll down to the Logistics section and click on the blue hyper-linked “Exhibitor Appointed Contractor” header.
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 Detroit, MI
Huntington Place

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

Please contact Annemarie Kalergis at 313.425.3105 or akalergis@smc.org with questions. Thank you.

**DEADLINE FOR SUBMISSIONS IS MONDAY, FEBRUARY 17, 2025
NO EXCEPTIONS!**