



## **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 Hub. Your company password is written in your confirmation letter and is also located near the bottom of every invoice.

[Click Here for Your 2026 Exhibitor Hub](#) or [click here](#) to go directly to the form.

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 Boston, MA  
Thomas M. Menino Convention & Exhibition Center

3. Click Submit
  - a. Please note – if you have multiple EAC’s you must return to the Exhibitor Hub 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](mailto:akalergis@smc.org) with questions. Thank you.

**DEADLINE FOR SUBMISSIONS IS MONDAY, FEBRUARY 24, 2026  
NO EXCEPTIONS!**

## **EAC Submission Process - Documents and Information Needed**

*EAC is a third-party contractor who is not Freeman or Thomas M. Menino Convention & Exhibition Center.*

### **If you are an EAC:**

You will need to submit your contact information, your insurance company's contact information and your insurance certificate to your exhibitor to upload in the exhibitor hub in the Exhibitor Appointed Contractor section or ask the exhibitor to provide you with their company password for the dashboard so you can upload everything yourself.

### **Please make sure the certificate shows the following as additional insureds:**

Society of Manufacturing Engineers (SME)

The City of Boston, MA

Thomas M. Menino Convention & Exhibition Center

### **The certificate holder is:**

SME-RAPID + TCT

1000 Town Center, Ste 1910

Southfield, MI 48075

If the exhibitor has given you their password, please follow the submission instructions to upload.

### **If you are an exhibitor using an EAC:**

You will need to collect the EAC's contact information, the EAC's insurance company's contact information and the EAC's insurance certificate to upload in the exhibitor hub in the Exhibitor Appointed Contractor section. You may also provide the EAC with your company password for the hub so he/she can upload everything him/herself.

### **Please make sure the certificate shows the following as additional insureds:**

Society of Manufacturing Engineers (SME)

The City of Boston, MA

Thomas M. Menino Convention & Exhibition Center

### **The certificate holder is:**

SME-RAPID + TCT

1000 Town Center, Ste 1910

Southfield, MI 48075

Once you have collected all of the information, please follow the submission instructions to upload.