



ELECTRONIC PROCESS FOR EAC SUBMISSIONS

For any exhibitors wishing to use Exhibitor Appointed Contractors, please note you will need to 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 2024 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)
Fabricators & Manufacturers Association, Int’l. (FMA)
American Welding Society (AWS)
Precision Metalforming Association (PMA)
Chemical Coaters Association International (CCAI)
Orange County Convention Center
The City of Orlando, Florida

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 Rachael Kopsch at 313.425.3364 or rkopsch@sme.org with questions. Thank you.

**DEADLINE FOR SUBMISSIONS IS MONDAY, AUGUST 19, 2024
NO EXCEPTIONS!**

EAC Submission Process - Documents and Information Needed

EAC is a third-party contractor who is not Freeman or Orange County Convention 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 dashboard 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)
Fabricators & Manufacturers Association, Int'l. (FMA)
American Welding Society (AWS)
Precision Metalforming Association (PMA) Chemical
Coaters Association International (CCAI)
The City of Orlando, Florida
Orange County Convention Center

The certificate holder is:

SME-FABTECH
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 dashboard in the Exhibitor Appointed Contractor section. You may also provide the EAC with your company password for the dashboard so he/she can upload everything him/herself.

Please make sure the certificate shows 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 Orlando, Florida
Orange County Convention Center

The certificate holder is:

SME-FABTECH
1000 Town Center, Ste 1910
Southfield, MI 48075

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