

# Designating EACs: Instructions for Exhibitors

As an exhibitor, once you have logged into the website and navigated to the “EAC” page, there are four options to designate an EAC

## **Option 1: Selecting a pre-existing EAC company and pre-existing contact**

1. Search for the EAC company you want to use in the “Available EAC’s” section.
  - Type the name of the company in the search bar. If it is in our system, the auto-complete feature will display the company name.
  - Select the EAC company and click the “Search” button.
2. Within the search results, click the name of the company.
3. Hover your mouse over the name of the contact you wish to select and press the “Select” button.
  - A pop up window will appear where you can view the contact information and select services you wish to assign to the EAC.
4. Select the services you wish to assign under the “Type of Work” section.
5. Confirm that the information selected is correct by checking the confirmation box and typing in your name in the signature box.
6. Click “Save” when finished.

## **Option 2: Selecting a pre-existing EAC company and creating a new contact**

1. Search for the EAC company you want to use in the “Available EAC’s” section.
  - Type the name of the company in the search bar. If it is in our system, the auto-complete feature will display the company name.
  - Select the EAC company and click the “Search” button.
2. Within the search results, click the name of the company.
3. Click the “Add A Contact” link.
  - A pop up window will appear where you can enter new contact information.
4. Enter EAC contact information and click “Save”.
  - A new pop up window will appear where you can view the contact information and select services you wish to assign to the EAC.
5. Select the services you wish to assign under the “Type of Work” section.
6. Confirm that the information selected is correct by checking the confirmation box and typing in your name in the signature box.
7. Click “Save” when finished.

## **Option 3: Creating a new EAC company and contact**

1. Click the “Add an EAC” button.
2. Enter the company name of the EAC you wish to designate and click “Continue”.
  - If the company already exists, you will be alerted to search the “Available EAC’s”.
  - If the company does not exist, a pop up window will appear where you can enter new contact information.
3. Enter EAC contact information and click “Continue”.
  - A new pop up window will appear where you can view the contact information and select services you wish to assign to the EAC.
4. Select the services you wish to assign under the “Type of Work” section.
5. Confirm that the information selected is correct by checking the confirmation box and typing in your name in the signature box.
6. Click “Save” when finished.

## **Option 4: Assigning the same EAC from the previous year**

1. If you wish to use the same EAC that was used last year, click the “Your EAC Selections - Previous Year” link.
2. Click the “Assign to ...” link in the last column towards the right side of page

Upon completing either four of these options, your EAC will receive an email, informing them that you have designated them for your services. The EAC information will then appear within “Your EAC Selections - Current Year” section

## **Additional Tips:**

Exhibitors can check the status of their EAC by navigating the EAC page. Under the “Your EAC Selections - Current Year”, a table with your current selection will be displayed. The first column displays the Status of the EAC. If the status is “Pending” it means the EAC has not accepted or declined your request. If the status is “Accepted and Not Paid”, it means the EAC has accepted your designation, but has not paid the EAC fee. If the status is “Accepted and Paid”, it means the EAC has accepted the designation and paid the required fees.

To Edit or Delete your designated EAC selection click on the “Your EAC Selections - Current Year” link. A table with your current selection will be displayed. The last column displays a pencil icon and a red “X”. Click on the pencil icon to edit your EAC and click “Save”. Click on the “X” icon to delete your EAC.