

SHOPTALK FALL

September 17-19 · McCormick Place, Chicago

Information for EACs/ subcontracted labor and vendors only

Exhibitors should refer to information on the [Exhibitor Insurance Page](#)

Any EAC who is building on your behalf, or a vendor providing items for your booth must register with McCormick Place. If there is any subcontracted labor or supervision those companies/individuals must also register with McCormick, submit a COI and register for the B.E.E.P. Program. If using subcontractor, you will fill in this information on the Permission to Exhibit Form. If an individual is supervising, please reach out to the Sponsor support team at sponsor_support@shoptalkfall.com

EAC and Labor Instructions: (see second page for Vendor instructions)

1. Your EAC must complete the [Permission to Exhibit Form](#). **Booth submissions submitted directly to sponsor support WILL NOT be accepted.**
2. You or your EAC must complete the [EAC Form](#). This will provide us with the correct contact info of the EAC to send to McCormick Place. **Submissions made directly to sponsor support WILL NOT be accepted.**
3. Shoptalk Fall will send the EAC (and subcontractor is applicable) contact information over to McCormick Place.
4. McCormick place will reach out to the EAC (and subcontractor is applicable) contact with a registration packet via DocuSign.
5. The EAC (and subcontractor is applicable) must sign and return the packet along with a COI that meets the [Insurance Requirements](#) of McCormick Place for EAC's and labor. **COI's submitted directly to sponsor support WILL NOT be accepted.**
6. The EAC (and subcontractor is applicable) must register for the McCormick Place B.E.E.P. Program by filling out an Event Contractor/Vendor Form and submitting completed form and photo verification to accessrequest@mccormickplace.com. The Event Contractor/Vendor Form will be supplied by McCormick Place once the registration packet and COI are received. *If your EAC has already been registered and approved by McCormick Place, the EAC will bypass steps 4 and 5. They should reach out directly to accessrequest@mccormickplace.com to begin the B.E.E.P process

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Vendor Instructions: (example- a vendor providing a photobooth for your booth)

1. You or your vendor must complete the [Vendor Form](#). **Submissions made directly to sponsor support WILL NOT be accepted.**
2. Shoptalk Fall will send the vendor information contact to McCormick Place.
3. McCormick Place will reach out to the vendor with a registration packet via DocuSign.
4. The vendor must sign and return the packet along with a COI that meets the [Insurance Requirements](#) of McCormick Place. **COI's submitted directly to sponsor support WILL NOT be accepted.**
5. The vendor must register for the McCormick Place B.E.E.P. Program by filling out an Event Contractor/Vendor Form and submitting completed form and photo verification to accessrequest@mccormickplace.com. The Event Contractor/Vendor Form will be supplied by McCormick Place once the registration packet and COI are received.