



DEFSEC Atlantic 2026

HALIFAX CONVENTION CENTRE
HALIFAX, NOVA SCOTIA, CANADA
OCTOBER 6 - 8, 2026

Exhibitor Appointed Contractor Guidelines

An Exhibitor Appointed Contractor (EAC) is a contractor hired by the exhibitor to provide assistance with your equipment, display, or products during move-in and/or move-out and is not an employee of your company (with the exception of manufacturers' reps) or of an official supplier for the show.

Exhibitors and EACs must comply with the following guidelines:

1. An EAC shall have the right to provide services (except those services that are exclusive) and to utilize qualified employees on the exhibit floor at the request of an exhibitor. Exclusive services must be contracted through the corresponding official supplier.
2. The EAC must keep in effect an insurance policy covering the duration of October 5 through October 10 that is in agreement with the Insurance Requirements set forth by DEFSEC Atlantic. An original Certificate of Insurance must be submitted to Show Management by September 14, 2026.
3. EAC must abide by existing labor regulations and/or contracts and rules and regulations established by the Halifax Convention Centre and DEFSEC Atlantic. All services provided by an EAC must be completed in a timely, professional manner within the established times for move-in/out.
4. The EAC must have all licenses, permits or bonding required by federal, provincial, or municipal governments and Halifax Convention Centre prior to commencing work. The EAC must be able to provide Show Management with evidence of compliance on request.
5. The exhibit floor, aisles, loading docks, service and storage areas will be under control of Global Convention Services (GCS). The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labour.
6. To gain admittance to the exhibit floor, the EAC must possess and be able to provide DEFSEC Atlantic a true and valid order for services from an exhibitor.
7. The EAC should perform all services in a professional manner and not engage in solicitation of current or future business on the exhibit floor at all times. Exhibitors are responsible for the conduct of the contractors they appoint.
8. All EAC personnel working in the exhibit hall will need to check-in with Global Convention Services upon arrival at the venue.
9. The EAC must confine operations within the exhibit area of the exhibitor. Aisles and vacant areas may not be used as work, storage, or dispatch areas.
10. It is the responsibility of the EAC to restore the exhibit space to its initial condition (i.e., properly remove all installed tape from the floor and any bulk trash from exhibit hall such as skids or crates). GCS will bill the EAC accordingly for any labour necessarily provided to complete such tasks.
11. The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information, etc.).
12. EAC agrees to comply with all DEFSEC Atlantic rules and regulations, including those found in the Show Manual, and shall ensure that its actions do not cause an Exhibitor to violate those rules and regulations or their DEFSEC Atlantic Exhibitor Contract Terms & Conditions.
13. Under no circumstances will DEFSEC Atlantic be liable for any lost profits or any incidental, special, indirect, punitive, or consequential damages of EAC, regardless of whether such losses or damages were foreseeable or Show Management was informed of the possibility of such losses or damages.

Exhibitor Appointed Contractor Request Form

Deadline: September 14, 2026

Exhibiting Company:

Booth #:

We intend to use the following Exhibitor Appointed Contractor to perform services in our booth:

EAC Company Name:

Primary Contact Person:

Address:

City:

Province/State:

Country:

Postal/Zip Code:

Phone:

Fax:

E-Mail Address:

Type of Service to be Provided:

Install/Dismantle

Booth Design & Supervision

Equipment Rental/Set-Up

Other

Exhibitor's Authorization of EAC Agreement:

I/we certify that I/we have authorized the EAC named above for services on our exhibit at DEFSEC Atlantic 2026. I/we further certify that I/we agree to and accept the Guidelines for the EAC. I/we will instruct the EAC to provide DEFSEC Atlantic with a Certificate of Insurance verifying the required coverage no later than September 14, 2026. I/we understand that we are responsible for the actions of this EAC while completing services for our exhibit booth.

Name (please print):

Date:

Please return to:

John Benson, Deputy Director, DEFSEC Atlantic

E-Mail: john@defsecatlantic.ca

