

DAV 2026 National Convention Expo

Rules and Regulations for Exhibitor Appointed Contractors

Exhibitor Appointed Contractor (EAC) Rules & Regulations:

Approved Exhibitors must notify Kathy Heyman (kheyman@dav.org), DAV National Event Coordinator (Organizer), in writing by Friday, July 10, 2026, of plans to use an EAC at the DAV Expo. Kathy will coordinate load-in, load-out and other requirements with the Rosen Shingle Creek Hotel (Venue).

1. Exhibitor must ensure their EAC provides Organizer a Certificate of Insurance (COI) with minimum coverage as noted below by Monday, July 13, 2026:
\$1 million each in Auto, Workers Compensation, and General Liability and shall name Rosen Hotels and Resorts, Inc., and its affiliated entities as additional insured on its General Liability insurance. The general liability policy and workers compensation policy shall contain a waiver of subrogation in favor of Rosen Hotels and Resorts, Inc., and affiliated entities.
2. Exhibitors are responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc. All boxes and crates must be marked with the name of the exhibiting organization.
3. EAC's and Exhibitors cannot store boxes or crates at the Venue over the dates of the Expo. Once material has been unloaded and set up, EACs must remove all boxes and crates and store offsite until the designated move-out date.
4. All forklifts or any other equipment used in the exhibit area, the loading dock or Ballrooms must be battery or propane powered. All tires must be unmarked or covered. Tires must be approved by the Venue prior to use. The EAC must provide their own equipment for load-in and load-out. No equipment can be stored inside of the Venue, including meeting space and service areas. All powered truck operators (such as forklift, powered pallet jacks, etc.) must always carry their certification card. The Organizer and Venue reserve the right to ask for and review certification cards.
5. Each EAC is responsible for the safeguard of usable carpeted areas for exhibits, load-in and load-out. The use of Poly-Tak, Visqueen, plywood, over-lay carpeting, or similar materials is required to ensure the protection of the carpet. When using forklifts in the Ballrooms, plywood MUST be laid on top of Poly-Tak or Visqueen type of protection materials. All EACs must place down gaffing / vinyl tape prior to double sided tape being adhered to hotel carpets or any other areas permitted by the Venue.
6. Security: All EAC personnel must be in an identifiable company shirt and/or lanyard or visible ID badge. Vendors must check in with Rosen Shingle Creek security personnel (located near the loading dock/ noted on the Organizer's map) prior to working on the hotel property. The Organizer and Venue are not responsible for the security, theft or damages of any exhibit/ EAC equipment or materials.
7. Smoking is not permitted in any of the service hallways or public areas by any EAC. This includes the loading dock.

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8. The EAC is responsible for any damage EAC causes while on the Venue's property. The EAC and Organizer will be notified of any damage immediately.
9. Truck Load-in and Load-out will be coordinated by the Organizer with the Venue, once EAC's COI and any other requirements have been met. Unattended trucks and trailers are subject to towing at the EAC's expense if they are not listed on the loading dock schedule.
10. Should EAC or Exhibitor need to purchase power, audio, visual, or internet equipment and services, Encore is the preferred in-house vendor. See [Expo Website](#) for contact information.
11. Exhibit Labor & Freight Handling: Rosen Shingle Creek is a non-union facility allowing EAC's to load-in and load-out materials from their own trucks according to the loading dock schedule coordinated by the Organizer. EAC's are not permitted to unload/ load along the curb of the Conference Center. See "Package Shipping, Receiving and Delivery Information" document for information and pricing regarding shipments to and from Rosen Shingle Creek Hotel on the [Expo Website](#).