

ICML 2026
Exhibitor Appointed Contractor (EAC)
Agreement

Form Submission
Deadline: June 1, 2026

Definition of an Exhibitor Appointed Contractor (EAC)

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors which an Exhibitor wants to employ inside the exhibit hall before, during or after the conference. This includes all EAC exhibit designers/producers, booth security contractors, labor, supervisors and any other third party appointed by the Sponsor.

EAC Document Requirements for ICML 2026

1. Each EAC must have all business licenses and permits required by the convention facility management and by the applicable Federal, State and/or Municipal governments prior to commencing work and **must** provide evidence of compliance to the ICML Management contact shown below no later than June 1, 2026 or they will not be permitted onsite at the ICML 2026 conference.
2. **All installation contractors are required to submit a Work Notification Form and a Risk Assessment in advance through the exhibition safety management system, MICE100.** Work may begin **only after both the Work Notification and the Risk Assessment have been approved.** Detailed instructions and guidelines can be downloaded from the link below after login. In addition, **all personnel must complete the mandatory individual mobile safety training before starting any preparatory work.** All laborers must locate the QR code onsite near Hall B1 freight doors to complete the mobile safety training before entering the hall or beginning any work.
3. Each EAC **must** also return a copy of this executed EAC Agreement along with their Certificate of Insurance and the names of all onsite employees who will be working in the exhibit hall to the ICML Management contact shown below no later than June 1, 2026 or they will not be permitted onsite at the ICML 2026 conference. The EAC must provide its Certificate of Insurance confirming that the EAC has in full force and effect.
 - a. Comprehensive general liability insurance, providing at least USD 1,000,000 each occurrence and USD 2,000,000 aggregate (or EUR equivalent) in coverage and naming the "International Conference on Machine Learning (ICML)" as additional insured for the dates of July 5th - 10th 2026. Refer to the sample COI for more details.
4. EAC must email the booth diagrams including dimensions to goodplan@coex.co.kr and stephanie@eventhosts.cc before June 28, 2026 for approval.

General Rules Regarding EACs for ICML 2026

In the event the EAC of record for the Exhibitor hires sub-EACs, these sub-EACs must be identified to ICML Management by the Exhibitor and follow all rules and regulations outlined in ICML's Designated Official Decorator's service kit and in this EAC Agreement.

ICML Management cannot accept requests from the EAC or sub-EACs, only from Exhibitors.

No permission will be given to use an EAC or sub-EAC for the performance of the following services:

- Rigging. There are no hanging signs permitted at COEX.
- Electrical, Plumbing & All Other Utilities
- Internet, WiFi & All Other Telecommunications
- Food & Beverage

EAC's are required to use ICML's exclusive freight forwarder and customs consultant. EAC must adhere to all target times designated by the freight forwarding company and load their freight accordingly if servicing more than one customer on the floor. Please see the "exhibitor information" page at icml.cc for freight/customs information and contact.

All EAC affiliated personnel will be strictly confined to exhibit hall access, must check-in with security at the B1 Freight Gate and wear any identifying markers (e.g., wristband) to confirm they are permitted in the hall. Additionally, all EAC personnel must refrain from the use of and access to all public areas and will be strictly confined to exhibit floor access during move-in and move-out.

ICML 2026 Set Up, Exhibit Hours and Teardown

Move-in/Install

Sunday, July 5th 8:00 am - 5:00 pm

Monday July 6th 8:00 am - 5:00 pm

Tuesday July 7th 8:00 am - 11:00 am (cleaning and finishing touches only)

Exhibitor Hours

Tuesday July 7th 12:00 pm - 9:00 pm (7:30 pm - 9:00 pm is the Welcome Reception in the Expo Hall).

Wednesday July 8th 9:00 am - 6:00 pm

Thursday July 9th 9:00 am - 6:00 pm

Move-out

Thursday July 9th 6:00 pm - 10:00 pm

Friday July 10th 8:00 am - 5:00 pm

Saturday July 11th 8:00 am carrier check in only

ICML 2025 Designated Official Exhibitor Services Contractors

Good Plan is the designated official exhibitor services provider for exhibitors at ICML 2026. Please contact goodplan@coex.co.kr for booth rental and A/V service.

EAC Terms & Conditions for ICML 2026

1. EAC must be registered with, and have provided all required documents to, ICML Management and COEX per the instructions shown above.
2. EAC must follow the IAEE rules/regulations, and the safety guidelines of the venue in addition to those of ICML Management.
3. EAC must cooperate fully with the Official Contractors of ICML and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by ICML Management in any contracts with the Official Contractors. EAC will refrain from placing an undue burden on the Official Service Contractor, especially by not interfering in any way with the Official Service Contractors' work.
4. EAC are not allowed to solicit business on the exhibition floor at any time, including during move-in/set up, open exhibition hours, and move-out/teardown.
5. Cameras or photography are prohibited on the exposition floor without permission from ICML Management. With the approval of ICML Management, EAC may photograph only the booth(s) with which they have contractual arrangements.
6. EAC wristbands must be worn at all times properly and correctly.
7. EAC personnel should wear appropriate attire for their designated purpose and should not be wearing an exhibitor badge.
8. All deliveries from EAC must come through the freight doors and not through the public access doors whether it is tools, ladders, tool boxes, graphics, freight, etc.
9. EAC must confine its operations to the exhibit booth area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the building. EAC will not use saws, routers, or other wood and/or metal cutting devices outside of the confines of the exhibit space. The exhibition aisles and public space are not a part of the Exhibitor's booth space. "No Freight Aisles" must be kept clear at all times.
10. EAC will not be allowed to perform exclusive services as outlined above in the "General Rules Regarding EACs" this Agreement.
11. All ladders and job boxes must be removed prior to conference opening unless storage is available and approved by ICML Management or the freight company.
12. EAC who fails to have their booth set and crates removed by the published time may be billed by ICML Management a fee for late set up.
13. All materials brought into the exhibit area by the Exhibitor or EAC must be removed completely after the event.
14. EAC's Sponsor clients are responsible for all costs associated with their designated EAC. ICML shall not be billed by EAC and shall be indemnified and held harmless for any costs associated with EAC.
15. EAC shall provide, if requested, evidence to the Official Designated Decorator and ICML Management that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
16. ICML Management reserves the right, in its sole discretion, to withhold approval or to dismiss from the conference, any EAC whose participation in the conference may, in the opinion of ICML Management, lead to strikes, picketing, other labor action directed at the conference, other disruption of the conference, or interference with any of the Exhibitors.
17. EAC personnel are expected to conduct themselves in a professional manner. Inappropriate or abusive behavior, consumption of alcoholic beverages, or smoking inside the facility may result in removal of the individual from the property.

Thank you for your cooperation.

Your signature below serves as your agreement that you will conform with this agreement and code of conduct.

EAC Authorized Signature

Print/Type Name

Date

After executing this agreement, please return to: ICML Management, c/o Stephanie Willes | Email: stephanie@eventhosts.cc
