

## Exhibitor-Appointed Contractor Info

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### Official Service Contractors

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Insure the orderly and efficient installation and removal of the overall exposition.
- Assure the distribution of labor to all Exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- a. The Exhibitor may provide supervision;
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents.

### Exhibitor-Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

- 1) The Exhibitor must notify Show Organizer in writing and GES Global Experience Specialists of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
- 2) The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless show organizer requires more.
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Automobile Liability not less than \$1,000,000 with respect to property damage to any one owned, non-owned or hired vehicles in an occurrence.
  - d. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - e. **GES Global Experience Specialists and Show Organizer must be named as additional insureds for all policies except workers compensation.** Any exhibitor who has identified a exhibitor appointed contractor, "EAC" must insure that the EAC has a current Certificate of Insurance on file with GES or Show Organizer, evidencing the correct coverage at least 10 days prior to the first date of move-in for the show or the EAC will not be able to have access to the facility to perform any work.
- 3) The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, GES Global Experience Specialists.
- 4) For services such as electrical, plumbing, telephone, cleaning, material handling, and rigging, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
- 5) The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor guide book, including all union rules and regulations.
  - b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Organizer with evidence of compliance. All Certificates of Insurance shall name GES Global Experience Specialists, Inc. (Official Contractor), Show Organizer, Facility, Show as additional insureds.
  - c. Will share with GES Global Experience Specialists all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - d. Must furnish Show Organizer and GES Global Experience Specialists with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Organizer.
  - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
  - g. Shall provide, if requested, evidence to GES Global Experience Specialists that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor 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.
  - h. Must coordinate all of its activities with the Show Organizer and GES Global Experience Specialists.
  - i. Must comply with all reasonable rules and regulations of the venue, Show Organizer, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
  - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- 6) All information must be received in the ENK and GES Global Experience Specialists offices no later than 10 days prior to the show.

## Non-Official Contractor

A Non-Official Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by show organizer in the exhibitor GuideBook as the provider of a specific service and requires access to your booth during installation and dismantling. The non-official contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by show organizer in a contract as an exclusive service for the "official" or "general" contractor or other third party. If a non-official contractor attempts to provide services designated to another party as "exclusive" or is caught soliciting on the show floor or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event. **Due to the necessity of coordinating all activities during the move-in, the Show and move-out and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply ENK and GES with all necessary information by the deadline date indicated above.** Please note that exhibitor appointed contractors (EAC) must hire union personnel for all work performed. Non-union EAC's may supervise union labor but may not perform any work themselves. Should a non-union EAC be found working in an exhibitor's booth, they will be directed to the GES service desk where union labor will need to be ordered.

## Rules &amp; Regulations

1. All non-official contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The non-official contractors shall be prepared to show evidence to ENK and GES that it possesses applicable and current contracts.
3. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The exhibitor appointed contractor shall provide certificates of insurance and must agree in writing no later than 30 days prior to show opening.
5. The non-official contractor will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
6. The non-official contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
7. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
8. Any EAC or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show organizer.
9. Only-GES-approved accessories may be ATTACHED to the wall system. Unapproved accessories will be removed at the exhibitor's expense.
10. Four (4) hour minimum applies to crew calls greater than 3 workers.

## Exhibitor Info

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 Exhibiting Collection Name (name on booth sign)
 

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 Show Site Contact

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 Cell Number
 

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## Contractor Info

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 Name of Independent (Non-Official) Contractor
 

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 Address of Contractor

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 City

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 State & Zip Code
 

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 Supervisor On-Site (Please write person's Name)
 

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 Telephone

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 Cellular Phone
 

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 Type of Service to be Performed
 

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## Return to:

1. Denise Carroll, ENK International  
3 East 54<sup>th</sup> Street, 12<sup>th</sup> Floor, NYC 10022
2. Exhibitor Services  
Global Experience Specialist  
7000 Lindell Road, Las Vegas NV 89118-4702

Tel: 212.759.8055, ext. 1427

Fax: 646.841.1527

 Email: [dc Carroll@enkshows.com](mailto:dc Carroll@enkshows.com)

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Tel: 800.801.0554, 201.375.9191

Fax: 866.329.1437 (USA) 702.294.8643 (Intl)