

# EXHIBITOR APPOINTED CONTRACTORS

## EXHIBITOR APPOINTED CONTRACTORS/INDEPENDENT SERVICE CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, exhibition dates or dismantling.

## SERVICES PROVIDED REGULATIONS

Exhibitor appointed contractor services will be limited to the erection, dismantle, and preparation of "display" materials only. Labor and/or services for the installation and dismantling of "products" to be displayed by exhibitors must be contracted from the Official Contractor designated by Exhibition Management for that service. Exhibitor appointed contractors must submit a Certificate of Insurance to Exhibition Management no later than 30 days prior to the commencement of installation.

The Official Contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will only be allowed in designated areas in the marshaling and assembly areas. Exhibitors and their employees can hand wipe, buff or touch up paint (with brushes) their own equipment and display pieces within the exhibitor's assigned exhibit space; exhibitor appointed contractor are not permitted to perform these services.

## RULES & REGULATIONS

If the exhibitor wishes to use an EAC, the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the *Exhibitor Appointed Contractor form* in the Exhibitor Services Manual. Also, the exhibitor must inform whether this contractor is authorized to order Exhibition services on the exhibitor's behalf.

1. Exhibitors must submit an *Exhibitor Appointed Contractor form* for all EACs working on their behalf no later than **January 16, 2012**. This form can be found in the Exhibitor Services Manual.
2. In performing work for their clients, the EAC shall cooperate fully with the Official Contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Exhibition Management in any contracts with the Official Contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.
3. The EAC will not solicit business on the show floor during any of the overall days of the show, including installation, show dates and dismantling.
4. The EAC is responsible for adhering to all rules and regulations requiring badging.
5. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Show Management will have the final decision in such instances.
6. EAC who provide installation and dismantling services will be sent the proper information from the Exhibitor Services Manual upon receipt of request by the authorizing exhibitor.

Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name Exhibition Management, the Sponsoring Associations, the Exhibition Owners, and the General Contractor as additional insured. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Exhibition Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

Certificates can be mailed to World of Asphalt / AGG1 Forum, 6737 W. Washington Street, Suite 2400, Milwaukee WI 53220 or sent electronically to [exhibits@worldofasphalt.com](mailto:exhibits@worldofasphalt.com).