



**JANUARY 9-11, 2014    ORLANDO, FL**  
ORANGE COUNTY CONVENTION CENTER, WEST HALL

## **Exhibitor Appointed Contractor (EAC) Responsibilities & Form**

An exhibitor appointed contractor (EAC) is a contractor hired by an exhibitor to perform trade show services independently of the show management appointed contractor (Global Experience Specialists (GES)).

Exhibitors who choose to use these contractors must complete this form and comply with the EAC responsibilities and the show regulations.

For insurance and security reasons, the official contractor (GES) and the facility (Orange County Convention Center) must be used for the following services: *drayage & booth cleaning* (GES); *rigging, electrical, telephone, plumbing and security* (Orange County Convention Center).

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Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_ Booth Size \_\_\_\_\_

### **We will be using the following outside contractor:**

Contractor/Display House \_\_\_\_\_

Contact \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Description of proposed service for Exhibitor \_\_\_\_\_

All EACs must deliver to Surf Expo and GES an original valid Certificate of Insurance (see Insurance section below) by **December 17, 2013**. The EAC must have all licenses, permits, and bonding required by federal, state, county, and Orange County Convention Center, and promptly upon request provide George Little Management, LLC proof of compliance.

1. The exhibitor appointed contractor (EAC) shall provide a certificate of insurance including George Little Management, LLC. (Show), Orange County Convention Center (Facility), and GES as additional insured by **December 17, 2013**.
2. The EAC will refrain from placing undue burden on the official contractors, especially by not interfering in any way with the official contractors' work.

3. The EAC must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
4. The EAC shall not solicit business on the show floor at any time.
5. The EAC will not be permitted on the exhibit floor during show days unless their client has given show management notification.

#### **Tips for Exhibitor Appointed Contractors**

1. Order services required from the facility and/or GES in advance so as to not delay your client's set-up or incur extra charges due to overtime
2. Please stay out of adjacent booths during set-up. This delays other exhibitors from setting up their booth.
3. Label empty cartons and crates for storage as soon as they are ready; empties block the aisles.
4. Do not store empty cartons inside of empty crates. Cartons are returned from storage first so exhibitors can begin packing their products.
5. Turn in outbound freight bills to the service desk immediately. Freight bills turned in late in the day, or turning in a large amount to the service desk at one time could delay outbound truck scheduling and possibly force your loading out into overtime.

#### **INSURANCE**

**All EACs are required to have, at their sole expense, at least \$1,000,000 / \$2,000,000 Bodily Injury and Property Damage combined for the duration of the show, including move-in and move out.** Without a Certificate of Insurance, the contractor will not be allowed on the show floor.

The certificate must be sent to:  
 Operations Department  
 Surf Expo  
 990 Hammond Drive, Suite 325  
 Atlanta, GA 30328

Or emailed to: [operations@surfexpo.com](mailto:operations@surfexpo.com), or faxed to the Operations Department at 678-781-7920. Certificates of Insurance must provide 30 days notice to George Little Management, LLC in the event of policy cancellation, non-renewal, or material change.

The Certificate of Insurance must be valid through the move-in and move-out dates of the show and include the following:

#### *Dates of Coverage:*

**January 7 – 11, 2014**

*Policy effective date and expiration date*  
*Commercial General Liability*

Aggregate Limited	\$2,000,000
Products/Completed Operations	\$1,000,000
Advertising/Personal Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$100,000
Medical Payments	\$5,000

*The following shall be included as Additional Insured as respect to claims arising during the Surf Expo January 2014 event: George Little Management, LLC, Orange County Convention Center, and GES.*

*Certificate Holder:* George Little Management, LLC dba Surf Expo, 990 Hammond Drive, Suite 325, Atlanta, GA 30328