

# LICENSING EXPO 2014

06.17 - 06.19

Mandalay Bay Convention Center

## EXHIBITOR-APPOINTED CONTRACTORS

**An exhibitor appointed contractor (EAC) is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during or after the show. If you plan to hire an EAC make sure to read & complete these forms.**

### RULES AND REGULATIONS GOVERNING EXHIBITOR APPOINTED CONTRACTORS (EACs)

Contractor must provide insurance:

- Comprehensive General Liability including personal injury and products/completed operations liability and blanket contractual liability. Limits of liability to be not less than \$1,000,000 bodily injury per person, \$2,000,000 bodily injury per occurrence and \$2,000,000 property damage or \$2,000,000 combined single limit.
- The following entities must be named as additional insured's under the Comprehensive General Liability and Comprehensive Automobile Liability programs outlined above.

Licensing Expo and Advanstar Communications, Inc.

- Worker's Compensation Insurance covering all your employees and agents as required by statute for all work performed in the State of Nevada and Employer's Liability insurance for minimum limits of \$1,000,000 per occurrence.
- Comprehensive Automobile Liability insurance, covering all owned, leased, hired or non-owned vehicles used in work performed for the CCOC. Limits of liability for not less than \$1,000,000 bodily injury per person, \$2,000,000 bodily injury per occurrence and \$1,000,000 property damage or \$1,000,000 combined single limit. Such insurance to include loading and unloading hazards.
- Thirty (30) days prior written notice of any cancellation or materials change in coverage is required.

EACs must be identified as such by wearing show-designated EAC badge during move-in and move-out. These badges are not valid during show open hours. If your duties require that you service an exhibitor's booth during show days, you must be listed on the exhibitor's Badge Request Form. The EAC will not solicit business on the show floor at any time, including installation, during the show, and dismantle.

The EAC will share responsibility, with the official contractor, all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of the exhibit hall to its initial condition, custom marking of the floor, etc.

The EAC will cooperate fully with the Official Contractors and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the official contractors.

Use of electric scooters by EACs is prohibited at all times.

Cameras or photography are prohibited on the exhibit floor. EACs may photograph only the booth(s) with which they have contractual arrangements.

While aisle carpeting is being installed, jockey boxes, ladders and the EAC's equipment must be removed completely from the show floor, or be placed inside the booth being installed (if removal will not disrupt or damage the carpet after it is installed), or placed in the EAC's storage.

The EAC will refrain from placing an undue burden on the official contractors, especially by not interfering in any way with the official contractors' work.

**\*\*ALL EXHIBITORS WHO HAVE HIRED AN EAC MUST SUBMIT THE EAC AUTHORIZATION FORM & ALL CONTRACTORS MUST FILE AN EAC BADGE REQUEST FORM.\*\***

### **SHOW MANAGEMENT DISCRETIONARY RIGHTS**

Show Management reserves the right, in its sole discretion, to withhold approval or to dismiss from the show, any service contractor whose participation in the show may, in the opinion of show management, lead to strikes, picketing, other labor action directed at the show, other disruption of the show, or interference with any of the exhibitors.

**Exhibitor Appointed Contractor Authorization Form****Deadline: May 9, 2014 (Filled out by EXHIBITOR)**

An Exhibitor Appointed Contractor (EAC) is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall or other show event/meeting space before, during or after the show.

**NO PERMISSION to use an EAC will be granted for the performance of the following services:**

- Electrical, Plumbing and All Other Utilities
- Drayage/Forklift Operations
- Overhead, Genie and Any Other Motorized Lift
- Catering/Food Service
- Telephone/Communications
- Rigging
- Booth Cleaning
- Security

All EACs must be approved in advance by Show Management. If your company plans to use a non-official contractor/EAC, you must notify Show Management by completing and submitting this form.

**Exhibiting Company Name**

Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Exhibitor Appointed Contractor:** \_\_\_\_\_

Type of Services: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Complete and return this form along with required insurance documentation.  
RETURN TO: Rick Smith at [Rsmith@advanstar.com](mailto:Rsmith@advanstar.com) or fax to (310) 943-2450.**

**Exhibitor Appointed Contractor Badge Request Form****Deadline: May 9, 2014 (Filled out by CONTRACTOR)**

Company Name: \_\_\_\_\_

Badge Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Hotel Staff is Staying At: \_\_\_\_\_

**Licensing Expo requires a valid certificate of insurance from all EACs providing services at the show.** Badges do not mail in advance. They must be picked up on site at the Contractor Registration Counter with valid photo I.D. All EAC personnel will be required to wear their badges and carry photo ID during move-in and move-out. These badges are not valid during show hours. No one under 18 is allowed on the show floor during move-in or move-out.

**ONCE THIS FORM AND PROOF OF INSURANCE HAS BEEN SUBMITTED  
YOU WILL BE EMAILED A LINK TO REGISTER FOR YOUR CONTRACTOR BADGE.**

*WARNING: Badges are non-transferable. This form is to be used strictly for EAC personnel. Your company will be responsible for the actions of all employees listed. Licensing Expo staff will inspect for properly coded badges and violators will be escorted by security from the exhibit areas.*

**Complete and return this form NO LATER THAN May 9th, 2014.  
RETURN TO: Rick Smith at [Rsmith@advanstar.com](mailto:Rsmith@advanstar.com) or fax to (310) 943-2450.**