

This form must be completed by the Exhibitor Appointed Contractor (EAC) and returned to SIA by Thursday, December 12, 2013. Submit a separate form for each exhibiting company that you are representing. There is a \$500 processing fee for each EAC registering for this event (\$600 if paid after the December 12, 2013 deadline); this is a one-time fee regardless of the number of Exhibitors you are servicing. Payment must accompany this form.

## 2014 SIA SNOW SHOW EXHIBITOR APPOINTED CONTRACTOR

### All EACs must comply with the following criteria:

- All EACs are required to submit Certificates of Insurance for Worker's Compensation insurance, comprehensive general liability insurance and automotive liability insurance. The Colorado Worker's Compensation and employer liability coverage must provide \$500,000 bodily injury and property damage, or \$500,000 combined single limits bodily injury and property damage liability. Automotive liability should include all owned, non-owned and hired vehicles with limits of \$250,000/\$500,000 bodily injury and \$100,000 property damage liability. Umbrella liability is acceptable to meet minimum requirements. Proof of insurance must be submitted to SIA before December 15, 2013.
- The EACs must furnish SIA and GES Exhibition Services with the names of all key executives and supervisors who will be working on the Show floor in Denver no later than December 12, 2013. This list of key executives and supervisors should include each person's permanent address and telephone number as well as his/her planned Las Vegas address and telephone number.
- The EAC agrees that it will indemnify and hold harmless SIA and the official contractor from any action on account of injury or damage to persons or property caused by an act of negligence or misconduct on the part of the EAC or any of its agents, servants, employees or contractors.
- The EAC will compensate SIA or the official contractor, whoever shall be liable for overhead expenses including union foremen and steward overhead, of any restoration of exhibit space to its initial condition.
- The EAC shall adhere to all rules and regulations and shall complete its assigned services within the prescribed official time limits of move-in and move-out as published by SIA Show Management.
- The EAC will have a true and valid "order of service" from an Exhibitor in advance of the move-in date. The EAC shall NOT solicit business on the Show floor during installation, Show period or removal of the exhibit. If a representative of the EAC violates this provision on solicitation, then SIA Show Management will deny the EAC access to the Show floor throughout the final removal of the Show.
- All contractors, official or exhibitor appointed, must comply with the requirements of the Colorado Convention Center and are required to submit a \$500 processing fee per company to SIA if they will be working in the facility during set-up, the Show or take-down (\$600 if payment made after the December 12, 2013 deadline).

Please sign and date below to indicate that you have read and accepted the EAC criteria as listed above.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### CONTRACTOR INFORMATION

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

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

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

Address Cont'd: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

### EXHIBITOR INFORMATION

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

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

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

Address Cont'd: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

**Non-Solicitation Policy** – Any contractor, official or EAC found to be soliciting business on the Show floor during official Show hours will be immediately escorted out of the building. He/She will also be permanently barred from participating in any future SIA sponsored event.

**Exhibitor Service Manual** – SIA provides all Exhibitors an *Exhibitor Service Manual* (ESM) online at [SIAsnowshow.com/esm](http://SIAsnowshow.com/esm); hard copies are available upon request. Indicate at right if you need a hard copy of the ESM. If requested, it will be mailed out as soon as all EAC registration requirements are met.

☐ Yes, send me an ESM

☐ No ESM required

**Move-in/Move-out Badges** – If you are working on-site your staff and laborers need move-in and move-out badges. Note at right the quantity that you need sent to you prior to the Show. Extras are available on-site at the attendee registration counter.

Send me \_\_\_\_\_ Move-In Badges

**NOTE:** For access to the Show floor during Show days, contact Exhibitor for "Exhibitor Employee" badges. Exhibitors who plan to use any service contractor not designated by SnowSports Industries America (SIA) as an Official Contractor must complete and submit this form. Be certain to review and meet the EAC requirements listed in the "Show Information" section of the Exhibitor Service Manual.

### For more information contact:

**DEBBIE DESROCHES**  
SIA Trade Show Director  
P 703-506-4200  
E [DDesroches@snowsports.org](mailto:DDesroches@snowsports.org)

### PAYMENT INFORMATION

**Type of payment:** (check one) ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa ☐ Check Enclosed (payable to SIA)

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**SUBMIT FORM: VIA FAX TO: 703-821-8276 OR TO: SIA | 8377-B GREENSBORO DRIVE, McLEAN, VA 22102**