



## **EXHIBITOR APPOINTED CONTRACTOR FORM**

### **EXHIBITOR APPOINTED CONTRACTORS (EAC) and CERTIFICATE OF INSURANCE (COI)**

Any booths that are **200 SF or larger require union labor** for set up and dismantle. It can either be GES labor (no COI required), or an Exhibitor Appointed Contractor (COI for the EAC required).

It is the exhibitor's responsibility to see that all appointed contractors or agents abide by the rules and regulations for Society for Information Display's Display Week 2018 including Display Week's Exhibit Rules and Regulations and Guidelines for Exhibitor Appointed Contractors outlined below.

### **GUIDELINES FOR EXHIBITOR APPOINTED CONTRACTORS (EACs)**

1. The EAC shall be given the right to provide services requested of them by an exhibitor in the set-up and dismantling on the show floor, and shall have the right to utilize qualified employees. These services shall not conflict with any labor regulations.
2. The EAC shall possess a valid public liability and property damage insurance policy for at least \$1 million. Insurance Certificate must be provided to show management no later than April 23, 2018. Insurance certificate must be faxed at (+1) 212-460-5460 or emailed to [drocco@pcm411.com](mailto:drocco@pcm411.com) or mailed to SID.  
SID must be added as certificate holder (please include following information):  
**Society for Information Display**  
**411 Lafayette Street, Suite 201, New York, NY 10003**  
**Attn: Danielle Rocco**
3. The EAC shall have a true and valid work order from an exhibitor in advance of the show move-in date and shall not solicit business on the show floor, or during move-in or move-out date)
4. The EAC will be responsible, if applicable, for all reasonable costs related to the EAC's work at the site.
5. The EAC shall abide by the Occupational Health and Safety Act and its Regulations at all times during set-up and tear down. All workers MUST wear approved safety footwear at all times during move-in and move-out regardless of their booth size or location on the show floor. Approved hard hats must be worn in booths where overhead work is being done.
6. Upon arrival at the site, EACs must check in with Show Security for access to the show floor.

If you will be using an Exhibitor Appointed Contractor to supervise, install and/or dismantle your display, please provide the following information:

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

Booth Number \_\_\_\_\_

Exhibitor Contact Name & Title \_\_\_\_\_

Exhibitor Address \_\_\_\_\_

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

**Exhibitor Appointed Contractor (EAC) to be used:** \_\_\_\_\_

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

EAC Contact person: \_\_\_\_\_

EAC Telephone: \_\_\_\_\_ EAC Email: \_\_\_\_\_