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**EXHIBITOR APPOINTED CONTRACTOR (EAC's) & THIRD PARTIES**

**EXHIBITOR APPOINTED CONTRACTOR INFORMATION**

**The following information includes mandatory Rules & Regulations that pertain to the use of a Non-Official Service Contractor (an "Exhibitor Appointed Contractor" or "EAC").**

Exhibitors must notify **BOTH** Show Management and GES in writing, of the intention to utilize an independent contractor by **APRIL 1, 2013**.

Exhibitors must inform Non-Official Service Contractors that they must:

- ◆ Abide by all rules and regulations of the show. Found in the Rules & Regulations section of the online manual
- ◆ Hire Union personnel per the instructions under the Exhibit Set-up/Material Handling section of the manual.
- ◆ Not solicit business on the show floor.
- ◆ Wear their identification badge at all times.

All Non-Official Service contractors must secure and maintain the following insurance during set-up, show hours, and tear-down:

- ◆ Workers' Compensation Insurance in full compliance with all laws covering the contractor's employees, in accordance with the applicable laws in the state for which this event is being held or for where the work is being performed or of the state in which vendor is obligated to pay compensation to employees engaged in the performance of the work. (\$1,000,000 Each Accident, \$1,000,000 Disease- EA Employee, \$1,000,000 Disease – Policy Limit)
- ◆ Employer's Liability Insurance, covering injury or death of any employee, which may be outside the scope of Worker's Compensation Insurance.
- ◆ Comprehensive General Liability and Property Damage Liability Insurance including Bodily Injury and Property Damage limits not less than one million dollars (\$1,000,000) per occurrence and \$2,000,000 aggregate.
- ◆ Automobile Liability on Any Auto, Hired Autos and Non-Owned Autos with limits no less than \$1,000,000.
- ◆ Fire Damage Insurance, limits not less than fifty thousand dollars (\$50,000).
- ◆ Medical Expenses for any one person with no less than five thousand dollars (\$5,000)
- ◆ Umbrella Liability Insurance not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) aggregate.
- ◆ Insurance coverage must extend over the move-in, show and move out dates; Friday, April 19<sup>th</sup> – Saturday, April 27<sup>th</sup>.
- ◆ There is a "Sample" Certificate of Insurance located in this section of the Exhibitor Service Manual

The certificate must name the certificate must name UBM LLC (its employees and representatives), the San Jose McEnery Convention Center (the "Venue") and Global Experience Specialists ("GES"), as additional insureds.



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The Certificate Holders listed must include, as set forth above: UBM LLC, GES and the Venue. Each entity requires a certificate with them listed as the Certificate Holder so you will need to produce three **(3)** separate certificates.

If you required assistance with a Certificate of Insurance, please reach out:

Tricia Paulson | Senior Client Specialist  
Aon Risk Solutions | Aon Client Services  
1000 N. Milwaukee Ave. | Glenview, IL 60025  
t+1.847.953.7025 | f+1.847.953.5390

[tricia.paulson@aon.com](mailto:tricia.paulson@aon.com) | [aon.com](http://aon.com)

Aon Risk Services Central, Inc. - Aon Risk Insurance Services Central, Inc. CA License #  
OD04043

The certificate must be forwarded to Show Management by **April 1, 2013** at the following email address:

Sam Shen, Operations Manager  
UBM LLC  
[Sam.shen@ubm.com](mailto:Sam.shen@ubm.com)

**\*MONEY SAVING TIP** – Please note that when ordering EACs for booth labor, you will pay for labor beginning when they arrive on show site, regardless of whether your freight has been delivered or when they begin actually working. If you order labor from GES, labor charges begin when the freight has been delivered to your booth and work actually begins. Event Management cannot settle any labor disputes between exhibitors and their contracted EACs.