



Exhibitor Appointed Contractors (EAC) & Third Parties

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

The following information includes mandatory Rules & Regulations that pertain to the use of a Non-Official Service Contractor.

Exhibitors must notify **BOTH** Show Management and GES in writing, of the intention to utilize an independent contractor by **September 30, 2016**.

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, maintain and submit proof of the following insurance during set-up, show hours, and tear-down. It should be prepared by an insurance agent and include the following data, as per the sample included in this section.

1. **PRODUCER:** Insurance Agent/Broker who issues the certificate
2. **NAME OF INSURED:** Must be the legal name of the contracting party
3. **TYPES OF INSURANCE:** Must include types required by contract
4. **FORM OF COVERAGE:** Must be "occurrence" form of coverage
5. **NAME ADDITIONAL INSUREDS:** The certificate must name UBM LLC, its employees and representatives, ARM TechCon 2016, The Santa Clara Convention Center, its employees and representatives, and Global Experience Specialists (GES), its employees and representatives as additionally insured.
6. **CERTIFICATE HOLDER:** Must be listed as:
UBM LLC
303 2nd Street, South Tower, Suite 900
San Francisco, CA 94107
7. **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In. (Monday October 24, 2016)
8. **EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out. (Friday Oct 28, 2016)
9. **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
 - 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.

10. **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

There is a "Sample" Certificate of Insurance located in this section of the Exhibitor Service Manual

The certificate must be submitted online by **September 30, 2016** via the following link:

<https://www.certfocus.com/expresso>

***MONEY SAVING TIP** – Please note that when ordering EAC's 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 actually begin 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 EAC's.