



EXHIBITOR APPOINTED CONTRACTOR (EAC's) & THIRD PARTIES

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

The following information includes mandatory Rules & Regulations that pertain to the use of an Exhibitor Appointed Contractor (Non-Official Service Contractor). An EAC is considered a company supervising, inspecting, building, and/or installing & dismantling booth properties/displays. This includes audio visual & security companies.

There are five items to be completed in requesting approval for an exhibitor appointed contractor.

1. [Notice of Intent to Use an Exhibitor Appointed Contractor \(EAC\)](#)
2. [Certificate of Insurance \(COI\) submission](#) by EAC and their sub-contractors to Cert Focus
3. Sub-contractor Notice of Intent
4. [Agreement and Rules & Regulations between GES & EAC](#)
5. If requested by show management, supply supplemental information for review.

Notification of EAC approval or denial will be sent by email.

1. NOTICE OF INTENT

Exhibitors must notify Show Management of the intention to utilize an exhibitor appointed contractor by **January 25, 2019**.

Exhibitors must inform Exhibitor Service Contractors that they must:

- ◆ Abide by all show rules and regulations including the Code of Conduct, and maintain safe work practices.
- ◆ 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.
- ◆ Submit COI to Cert Focus.
- ◆ Complete Acknowledgement of GDC Rules & Regulations.

***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 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 EAC's.



2. CERTIFICATE OF INSURANCE

All Exhibitor Service Contractors and their sub-contractors must secure, maintain and submit proof of insurance to perform work. The COI should be prepared by a licensed insurance agent.

REQUIREMENTS FOR INSURANCE CERTIFICATE

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:** Global Experience Specialists, Inc. (GES) (Official Service Provider), UBM LLC, a Delaware limited liability company, a part of Informa plc (Show Management), Game Developers Conference 2019 (Show), and Moscone Center, ALL HALLS (Facility) as additional insureds on a primary and non-contributory basis.
6. **CERTIFICATE HOLDER:** Must be listed as:
Global Experience Specialists, Inc. (GES)
Exhibitor Services
7000 Lindell Road
Las Vegas, NV 89118
7. **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with **Thursday, March 14, 2019**
8. **POLICY EXPIRATION DATE:** Must be on or after **Monday, March 25, 2019**
9. **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
 - o 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)
 - o Employer's Liability Insurance, covering injury or death of any employee, which may be outside the scope of Worker's Compensation Insurance.
 - o 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 general aggregate and \$2,000,000 products & completed operations aggregate.
 - o Automobile Liability on Any Auto, Hired Autos and Non-Owned Autos with limits no less than \$1,000,000.
 - o Fire Damage Insurance, limits not less than fifty thousand dollars (\$50,000).
 - o Medical Expenses for any one person with no less than five thousand dollars (\$5,000)
 - o Umbrella Liability Insurance not less than one million dollars (\$1,000,000) per occurrence, one million dollars (\$1,000,000) each aggregate.
10. **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative or Producer.

Information on what the COI must contain can be found [here](#).

The certificate must be submitted online by **January 25, 2019** via the following link:

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



3. SUB-CONTRACTOR NOTICE OF INTENT

EAC should complete and submit one form per sub-contractor.

4. AGREEMENT AND RULES & REGULATIONS BETWEEN GES & EAC

Exhibitor Appointed Contractors must complete [Agreement and Rules & Regulations Between GES and EAC](#).

5. SUPPLEMENTAL INFORMATION

Show Management may request supplemental information, such as references, work history, or company safety program before approving an exhibitor appointed contractor.



EXHIBITOR APPOINTED CONTRACTOR (EAC's) & THIRD PARTIES

**SUB-CONTRACTORS
NOTICE OF INTENT**

EAC's using sub-contractors must complete and submit this form by January 25, 2019. Complete one form per sub-contractor.

Submission of this form is required along with [a Certificate of Insurance](#) from the EAC and their sub-contractors. All requirements for EAC approval can found in the [Exhibitor Appointed Contractors section](#).

ALL INFORMATION BELOW REQUIRED

EAC Company _____		
EAC Contact _____	Title _____	
Telephone Number _____	Mobile Number _____	
Email _____		
Authorized Signature _____	Date _____	
Sub-contractor _____		
Type of Work to be Performed _____		
Is this Company JUST Supervising? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Sub. Contact Name _____		
Sub. Contact Title _____		
Sub. Contact Email Address _____		
Sub. Contact Phone _____	Sub. Contact Mobile _____	
EAC Address _____	City _____	
State _____	Zip Code _____	Company Phone _____
Sub. Company Emergency 24-hour Telephone Number _____		
Estimated Number of Workers _____	Estimated Date of Arrival _____	

Please Return To:

Nelia Nunes, Operations

nelia.nunes@ubm.com

DUE: January 25, 2019



EXHIBITOR APPOINTED CONTRACTOR (EAC's) & THIRD PARTIES
NOTICE OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a contractor other than the official contractor (GES), please complete and submit this form by **January 25, 2019**. Submission is required along with a Certificate of Insurance from the EAC and their sub-contractors. EAC's must submit the Sub-contractor Notice of Intent. Completion by the EAC of the [Agreement and Rules & Regulations between GES & EAC](#) is also required. Supplemental information may be requested of the EAC. All requirements for EAC approval can found in the [Exhibitor Appointed Contractors](#) section. Notification of approval or denial will be sent by email.

ALL INFORMATION BELOW REQUIRED

Exhibiting Company _____ Booth Number _____

Exhibitor Contact _____ Title _____

Telephone Number _____ Mobile Number _____

Email _____

Authorized Signature _____ Date _____

EAC (Independent Contractor/Display House) _____

Type of Work to be Performed _____

Is this Company JUST Supervising? YES NO

EAC Contact Name _____

EAC Contact Title _____

EAC Contact Email Address _____

EAC Contact Phone _____ EAC Contact Mobile _____

EAC Address _____ City _____

State _____ Zip Code _____ Company Phone _____

EAC Company Emergency 24-hour Telephone Number _____

Estimated Number of Workers _____ Estimated Date of Arrival _____

Please Return To: Nelia Nunes, Operations
nelia.nunes@ubm.com **DUE: January 25, 2019**