

ALL INSURANCE FORMS GO TO GES

Exhibitor Appointed Contractor Instructions

In the best interest of the exhibitors, the True Value Company has selected certain firms as official contractors for various convention services. If you, the Exhibitor, have contracted with any firm other than those appointed by the True Value Company, **you must inform GES**, of the name of the contractor you have selected, and the services contracted for, no later than 30 days prior to move-in and set-up of your exhibit. These companies include, but are not limited to installation and dismantle (I&D) companies, sound and lighting firms, production or promotion firms, or any person or firm providing direct services to the Exhibitors. In addition, it is your responsibility to inform your contractor that all Exhibitor Appointed Contractors (EAC) are required to provide proof of liability/compensation insurance to GES. See the Exhibitor Appointed Contractor Form in the Online Exhibitor Manual. Since the True Value Company is providing Exhibitors with a package, (Plan A), which includes labor, through the General Service Contractor, GES, Exhibitor Appointed Contractors can only supervise the set-up and dismantling of the booth. All working labor will be hired through GES, unless the work is to be done by full time employees of the exhibiting company. Exhibitor Appointed Contractors will not be allowed on the Exhibit floor with an Exhibitor badge. They must check in at the Kay Bailey Hutchison Convention Center Security, to pick up their wristband.

All contractors must show proof of the following:

- Commercial General Liability Insurance (and/or Automobile Liability Insurance, if necessary) with a minimum of \$1 million per occurrence limit. **True Value Company and its Member Retailers, GES, and the Kay Bailey Hutchison Convention Center must be named as Additional Insured. Failure to provide written notification or the required Certificate of Insurance means the Exhibitor Appointed Contractors will not be allowed on the Exhibit Floor.**
- Evidence of Workers' Compensation Insurance with statutory limits and Employer's Liability Insurance with minimum limits of \$100,000 per accident.
- Thirty (30) days written notice to GES in the event of cancellation or material change in coverage.

Failure of the Contractor/Exhibitor to obtain or maintain the above coverage shall be sufficient cause to terminate any contract. If you have any questions concerning insurance requirements, please call 800-475-2098.

All Exhibitor Appointed Contractors must obtain a wristband from the GES Operations Desk. **EAC's found with Exhibitor Badges will lose their rights to work on the Exhibit Floor.**

Send Certificates of Insurance to:
Global Experience Specialists
Attn: Clark Cabus, Exhibitor Services
1415 Cockrell Hill Road
Suite 300
Dallas, TX 75211

Phone: 214-443-2514
Fax: 702-616-8072