

EXHIBITOR APPOINTED CONTRACTORS, INDEPENDENT DECORATORS, AND OTHER VENDORS

Exhibitor Appointed Contractors (EACs) are companies such as display houses, independent decorators, or outside vendors, other than those officially appointed by HAI, that exhibitors hire to construct or install their booths or provide other services on the HAI HELI-EXPO® show floor.

EAC FORM SUBMISSION

If your company plans to use a firm other than an official show service provider (see the list provided in Helpful Contacts) for any service on the show floor, you as the exhibitor must register these EACs by JAN 27, 2017. Use the EAC form in the exhibitor portal to register each EAC company hired. In addition, you must provide your EACs with the insurance requirements that they must submit to Global Experience Specialists (GES).

Exhibitor contacts can submit EAC information to HAI through the exhibitor portal at rotor.org/exhibitorportal. The deadline to submit EAC information to HAI is JAN 27, 2017.

EAC INSURANCE AND SECURITY REQUIREMENTS

All outside contractors must meet the contractor/vendor requirements of the Kay Bailey Hutchison Convention Center and the HAI HELI-EXPO rules and regulations (see the entire list at rotor.org/showrules), and must agree to conform to current and acceptable labor contracts. EACs must comply with the same insurance requirements as exhibitors and must supply a certificate of insurance to HAI as proof of required coverage. Submit proof of insurance to heliexpo@rotor.org.

To ensure the security and safety of all HAI HELI-EXPO 2017 participants, all EAC personnel must abide by the HAI HELI-EXPO security guidelines described in the two-page letter that begins on the next page. **Please make sure your EACs receive this letter and understand that they must comply with its requirements in order to perform any work on the HAI HELI-EXPO show floor.**

WRISTBANDS REQUIRED

All labor and supervisors, including exhibiting company employees, will be required to wear wristbands around the wrist prior to entering the exhibit hall during setup. (Beginning March 5, exhibiting company employees will be required to wear badges to enter the exhibit hall.)

Cut, torn, re-taped, or otherwise altered wristbands will be confiscated, and the individual will be denied access to the exhibit area. Individuals not wearing the wristband in the appropriate manner will also be denied access to the exhibit area. There will be no exceptions.

Instructions for wristband pickup and distribution are contained in the two-page letter that begins on the next page.

We appreciate and thank you for your cooperation in this matter. If you have any questions, please email heliexpo@rotor.org.



Dear Exhibitor Appointed Contractor:

As an Exhibitor Appointed Contractor (EAC) who will perform work for an HAI HELI-EXPO 2017 exhibitor, you need to know some important information about working on the HAI HELI-EXPO® show floor. Please read these guidelines carefully and be prepared to follow them. **EACs who fail to comply with these requirements will be denied entry onto the HAI HELI-EXPO show floor!**

HAI HELI-EXPO RULES AND REGULATIONS

All outside contractors must meet the contractor/vendor requirements of the Kay Bailey Hutchison Convention Center and the HAI HELI-EXPO rules and regulations (see the entire list at rotor.org/showrules), and must agree to conform to current and acceptable labor contracts.

INSURANCE REQUIREMENTS

EACs must comply with the same insurance requirements as exhibitors and must supply a certificate of insurance to HAI as proof of required coverage. An abbreviated list of the insurance requirements is below; see No. 25 of the HAI HELI-EXPO Rules & Regulations (rotor.org/showrules) for more information.

Coverage. EAC shall maintain for the entire duration of HAI HELI-EXPO (move-in: 02/28/17 through move-out: 03/11/17): 1) (a) Workers' Compensation Insurance, in the amount required by law, covering all of its employees and/or agents; (b) Employers' Liability Insurance with limits not less than one million U.S. dollars (\$1,000,000) for any one accident, one million U.S. dollars (\$1,000,000) for disease each employee and one million U.S. dollars (\$1,000,000) disease limit; 2) Commercial General Liability Insurance including but not limited to, Bodily Injury, Property Damage, Broad Form Contractual Liability, Personal Injury, and Products and Completed Operations coverage with limits of liability of at least one million U.S. dollars (\$1,000,000) per occurrence of bodily injury and broad form property damage combined, and two million U.S. dollars (\$2,000,000) annual aggregate. Policy shall also include Fire Legal Liability coverage with a limit of at least one million U.S. dollars (\$1,000,000) per occurrence; 3) Business Automobile Coverage to include owned, hired, and non-owned vehicles with a combined single limit of one million U.S. dollars (\$1,000,000); and 4) Umbrella Liability Insurance with an aggregate limit of not less than one million U.S. dollars (\$1,000,000) per location covering excess liability over all commercial General Liability, Automobile Liability and Employers' Liability. The excess portion of the umbrella shall be on a following form basis with respect to the underlying coverage. Any retention or deductible limit applying to the Umbrella Policy shall be paid by the Exhibitor. All coverage specified above shall be on a primary and non-contributory basis.

Additional Insured. Exhibitor's insurance shall name as additional insured and hold harmless, without any restrictive modifications, the following entities and their officers, officials, directors, representatives, agents, and employees: Helicopter Association International (HAI), Helicopter Foundation International (HFI), the City of Dallas, KBHCCD, and Global Experience Specialists.

Proof of Insurance. Proof of such insurance shall be provided in the form of a certificate as well as a copy of the endorsement adding the entities specified as additional insured to: HAI Show Management, 1920 Ballenger Ave., Alexandria, VA 22314-6898, or its agent or representative upon request.



In past years, we have received several certificates of insurance that failed to name the necessary additional insured, had expired dates, or lacked sufficient coverage. In addition, some certificates did not reflect the correct dates of the show, including setup or teardown. **Please check your certificates and correct any errors before submitting them. You and your workers will not be allowed on the show floor until your certificate of insurance meets the criteria!**

EAC SECURITY PROCEDURES

The following regulations and precautions will be used to ensure the security and safety of all HAI HELI-EXPO 2017 participants:

Wristbands Required. March 5 and 6, all supervisors and laborers will be required to wear wristbands prior to entering the hall. Cut, torn, retaped, or otherwise altered wristbands will be confiscated, and the individual refused entry to the exhibit area. Individuals not wearing the wristband in the appropriate manner will also be refused entry into the exhibit area. There will be no exceptions.

Wristband Pickup. Blocks of sequentially numbered wristbands will be given to each EAC company that has submitted the required documents; there is no need for a company to complete separate wristband request forms. The EAC company supervisor responsible for all work performed at the Kay Bailey Hutchison Convention Center will pick up the wristbands from the HAI Security Office **on the afternoon prior to the day of use.** The HAI Security Office will be located in the Kay Bailey Hutchison Convention Center; the exact location will be announced closer to the show dates.

Check-In and Wristband Distribution. Each day, all EAC labor will report to an area designated by HAI security where they will check in and be issued a wristband. Each EAC company is responsible for notifying all their personnel of the location of the designated check-in area. The EAC supervisor should remain at that location until all of that company's workers have been checked in. If the supervisor is not present, the workers will be turned away. The exact location of the check-in area will be announced closer to the show dates.

EAC REGISTRATION

As an EAC, please make sure you provide HAI with a complete list of the exhibiting companies you will be working for at HAI HELI-EXPO 2017 to ensure your access to each booth. Submit the list to heliexpo@rotor.org by **January 27, 2017.**

QUESTIONS

If you have any questions about any of the above requirements, please email heliexpo@rotor.org.

See you in Dallas!

*Show Management
Helicopter Association International*