



Exhibitor Appointed Contractor

Deadline: July 18, 2016

August 24-27, 2016 Atlanta, Georgia USA
Georgia World Congress Center

IMPORTANT NOTE: EAC Procedures have changed. Please read all instructions carefully.

An Exhibitor Appointed Contractor is any company (other than the official contractor) that an Exhibitor wants to use inside the exhibit hall before, during, or after the show.

No permission to use an Exhibitor Appointed Contractor will be given for the performance of the following services:

- Electrical
- Plumbing
- Catering
- Telephones
- Booth Cleaning
- Drayage / Rigging

Contracted Exhibitor Responsibilities:

1. Complete All GES EAC Forms

Exhibitor must submit all appropriate GES EAC Forms and Certificate of Insurance (COI) by **July 18, 2016**.

Mail Forms and COI to:

Global Experience Specialists, Inc (GES)
Attn: Exhibitor Services Department
750 Maxham Road
Suite 300
Lithia Springs, GA 30122

2. Complete IWF Registration Form & Registration Fee

Each EAC company must submit the following form and a \$50 registration fee by **July 18, 2016**. EACs will not be allowed to work in any exhibitor booth for which documentation and/or payment has not been received by the deadline.

Mail Registration Form and Payment to:

IWF 2016
Attn: Exhibitor Services Department
3520 Piedmont Road NE
Suite 120
Atlanta, GA 30305

Exhibitor Appointed Contractor Responsibilities & Procedures:

1. Each EAC must complete All GES EAC Forms

EAC must submit all appropriate GES EAC Forms found in the Exhibitor Manual pages 207-210 by **July 18, 2016**

2. Each Exhibitor Appointed Contractor must provide an original Certificate of Insurance (COI) to GES in order to be approved to work in the exhibitor's booth on the show floor.

The Certificate must include:

- General Aggregate Limits of Liability with limit of U.S. \$2,000,000
- Workmen's compensation insurance in accordance with Georgia law
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of U.S. \$1,000,000 property damage liability (See form on the following page)
- **IMPORTANT: 'Description of Operations and Locations / Vehicles / Special items' coverage language must match the following language EXACTLY:**

Global Experience Specialists, Inc. (GES) (Official Service Provider), International Woodworking Fair, LLC (Show Management), Georgia World Congress Center (Facility), and IWF 2016 (Show) are hereby named as additional insured, except for Workers' Compensation, Global Experience Specialists, Inc. (GES) and/or the cosignor are included as Loss Payee. The insurance provider for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory.

EAC check-in for work wristbands for IWF 2016

All contractors, suppliers and vendors who work in the GWCC must now be identified with the WIS badge. To register, go to www.workeridbadge.com/admin/home. Please see the preceding pages for more information about WIS and working at the GWCC.

Rules and Regulations governing Exhibitor Appointed Contractors

1. All agents representing the Exhibitor must have their own official IWF 2016 badge. EAC personnel will be required to wear a set-up / dismantling wrist bands that will be available on-site.
2. The Exhibitor Appointed Contractor will refrain from placing any undue burden on the official contractors, including not interfering in any way with the official contractor's work.
3. The Exhibitor Appointed Contractor will not solicit business on the show floor during installation, show hours, or dismantling.
4. The Exhibitor Appointed Contractor will share with the official contractor, all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of exhibit space to its initial condition, and marking of exhibit floor.
5. The Exhibitor Appointed Contractor will cooperate fully with the official contractors and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by IWF Show Management in any contracts with the official contractors.

IWF SHOW MANAGEMENT'S DISCRETIONARY RIGHTS

IWF SHOW MANAGEMENT RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO WITHHOLD APPROVAL OR TO DISMISS FROM THE SHOW, ANY SERVICE CONTRACTOR WHOSE PARTICIPATION IN THE SHOW MAY, IN THE OPINION OF SHOW MANAGEMENT, LEAD TO STRIKES, PICKETING, OR OTHER LABOR ACTION DIRECTED AT THE SHOW, OR OTHER DISRUPTION OF THE SHOW, OR UNREASONABLE INTERFERENCE WITH OR INCONVENIENCE TO THE SHOW OR ANY OF THE EXHIBITORS.



Exhibitor Appointed Contractor Registration Form

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The Exhibitor Appointed Contractor must complete this form and submit it along with a \$50.00 registration fee for each exhibiting company for which they will be performing services on the show floor. **EAC's will not be allowed to work in any exhibitor booth for which documentation and payment has not been received by the deadline.**

Exhibiting Company Information

Exhibiting Company Name: _____

Exhibiting Company Onsite Personnel Contact: _____

Booth Number: _____ Contact Cell #: _____

Exhibitor Appointed Contractor Contact Information

EAC Company Name: _____

Office Contact: _____ Phone: _____

Email: _____

Address: _____

City: _____ State _____ Zip _____

Country _____

Onsite Contact: _____ Cell #: _____

Email: _____

Payment Information

Enclosed is the \$50.00 EAC Registration Fee. (Payable to IWF 2016 in US Funds)

Credit Card Payment may be faxed to 404-693-8350 or mailed to IWF show office.

Credit Card Charge Authorization:NOTE: A 2% processing fee will be added for all credit card payments.**

Card Type: Visa _____ MasterCard _____ Amex _____ *Security Code: _____

Card Holder's Name: _____

Card Number _____ Exp Date _____

Card Holder's Billing Address: _____

City: _____ State: _____ Zip: _____ Country _____

Amount: \$50.00 US

I have read and understand the responsibilities & procedures regarding IWF 2016 EAC requirements for show floor access.

EAC Company representative: _____