



Exhibiting Company Employee ID Guidelines & EAC Information

Exhibiting Company Employees Identification System Guidelines for Installation and Dismantling

The following security regulations and precautions will be used for the security and safety of all participants of HAI HELI-EXPO®.

- All labor and supervisors, to include exhibiting company employees, (who do not have exhibitor badges) will be required to wear wristbands prior to entering the exhibit hall.
- In the event that the employee does not have an official exhibitor show badge, he/she will have the burden to prove that he/she is a representative of the exhibiting company. A picture ID issued by the exhibiting company, paperwork from HAI, such as booth space, booth layout, hotel reservations, or an airline ticket purchased by the exhibiting company are examples that will be acceptable as proof.
- Before a wristband is given to the employee, it will be necessary for the individual to sign a registry at the entrance or dock door; and their driver's license be photocopied and countersigned. The photocopy will be filed and be available in case the individual returns on subsequent days.
- All exhibitor employees will be required to wear the wristband around the wrist before entering the exhibit area. 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.

The location for wristband pick-up will be announced closer to show opening.

Questions? Email: heliexpo@rotor.org

Exhibitor Appointed Contractors (EACs), Independent Decorators (IDs), and Other Contractors/Vendors

Exhibit Appointed Contractors are companies such as display houses, independent decorators, or outside contractors/vendors, other than those officially appointed by Show Management, that Exhibitors hire to use for the installation of their booth.

Outside contractors must meet the contractor/vendor requirements of the Orange County Convention Center and the rules and regulations of the show, and agree to conform to current and acceptable labor contracts. The exhibitor appointed companies must supply a Certificate of Insurance as proof of required coverage and comply with the same insurance requirements as the exhibitors.

For Security Purposes – If you plan to use a firm other than an Official Show-Appointed Service Provider(s) for any service on the showfloor, you, the Exhibitor, must complete the EAC form online at www.rotor.org/exhibitorportal, for each company hired and provide them with the insurance requirements that they must submit to GES.

Exhibitor Contacts can submit EAC information to HAI through the Exhibitor Portal at www.rotor.org/exhibitorportal. The deadline to submit EAC information to HAI is January 30, 2015.



ID/EAC Labor Identification Guidelines

The following security regulations and precautions will be used for the security and safety of all participants of HAI HELI-EXPO 2015:

- **All supervisors and laborers will be required to wear wristbands prior to entering the hall.**
- The ID/EAC company supervisor responsible for all work performed at the Orange County Convention Center will pick up the wristbands from the security office during the afternoon prior to the day of use, except for those that have special permission to begin work earlier; they will need to pick up theirs that morning. HAI's Security Office will be located in the Orange County Convention Center. Exact location will be announced closer to the show dates.
- The wristbands will be sequentially numbered and block of numbers will be given to each ID/EAC company.
- Each day, all labor will report to an area designated by HAI security where they will check-in and be issued a wristband.
- A form will be provided to the supervisor by official security management, to be used to list all workers and the number of the wristband issued to each individual each day. A copy of this roster will be turned in to the security office each day after check-in.
- All workers will be required to wear the wristband around the wrist before entering the exhibit area. Cut, torn, re-taped, 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.
- Each ID/EAC company will be responsible for notifying all of their personnel of the location of the designated area where they will receive the wristbands each day. The supervisor should remain at that location until all of the workers have been checked in. If the supervisor is not present, the worker(s) will be turned away.
- **Wristband Request Forms do not have to be completed this year.**

The location for wristband pick-up will be announced closer to show opening.

We will do everything possible to make these requirements as smooth as possible for you. We appreciate and thank you for your cooperation in this matter.

Questions? Email: heliexpo@rotor.org



Letter for IDs & EACs

Dear Exhibitor:

If you are using a company not officially appointed by Show Management for any services, please forward that company a copy of this notice along with the following –

- ID/EAC Labor Identification System Guidelines

Dear IDs and EACs:

HAI HELI-EXPO 2015 will implement the same security system as used for the past several HAI HELI-EXPOS. Attached are said details. Please read these guidelines carefully and be prepared to follow them.

In past years, several of the certificates of insurance we received failed to name the necessary “additional insured” also had expired dates, or lacked sufficient coverage. Please confirm the accuracy of all information. In addition, some did not reflect the correct dates of the show, including set-up and/or teardown. Please check your certificates and correct any error(s) before sending them. Remember, you will not be allowed on the floor until these criteria are met!

Insurance Requirements:

- EAC shall maintain for the entire duration of HAI HELI-EXPO (move-in: 02/25/15 through move-out: 03/7/15):
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 including 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; 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) ; 4) Umbrella Liability Insurance with an aggregate limit of not less than five million U.S. dollars (\$5,000,000) 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.
- 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 Orange County Convention Center, and Global Experience Specialists.
- 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 at: 1920 Ballenger Ave, Alexandria, VA 22314, or its agent or representative upon request.
- See number 25 of the Rules & Regulations for more information.

Please make sure you, as an independent decorator or exhibitor appointed contractor, have provided HAI with an All-inclusive list of the exhibiting companies you will be working for at HAI HELI-EXPO 2015.

See you in Orlando!
Show Management
Helicopter Association International