



## Notice of Intent to Use an Exhibitor Appointed Contractor (EAC) Form (Due by: April 1, 2016)

A non-Official Contractor is a company other than the "general or official" service provider on the show or third party service provider designated by show management in the exhibitor kit as the provider of a specific service and requires access to your booth during installation and dismantling. Due to the necessity of coordinating all activities during the move-in and for security purposes, exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed in the service kit) and supply ASCRS•ASOA/GES with all necessary information by the deadline indicated.

**An EAC will only be granted access to the show floor ONLY if ASCRS•ASOA/GES have received this form AND a valid Certificate of Insurance is on file with ASCRS•ASOA/GES. There will be no exceptions.**

### COMPANY INFORMATION

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of Proposed Service for Exhibitor: \_\_\_\_\_

### RULES & REGULATIONS

1. All EACs must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The EACs shall be prepared to show evidence to the official that it possesses applicable and current contracts.
3. The EACs shall be prepared to show evidence it has authorization from the contractor.
4. The exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
5. The exhibitor appointed contractor shall provide certificates of insurance by **April 1, 2016**. Please see the ASCRS•ASOA Rules & Regulations found within the Exhibitor Prospectus for more information.
6. The EAC will share with the official contractor all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC or exhibitor depending upon the billing arrangement set up with GES (based upon EAC, not number of booths).
7. The EAC will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
8. The show aisles and public spaces are not part of the exhibitor's booth. Therefore, the non-official contractor is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
9. Solicitation on the exhibit floor is prohibited. Any EAC or non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by show management or GES management.
10. Wristbands allow EACs access to the show floor from 8:00AM – 10:00PM during move-in and move-out only. EACs are not permitted on the show floor during show hours. Should access to the floor be necessary during show hours, the exhibiting company must allocate the EAC badges from their corporate allotment of exhibitor badges.
11. During show hours, only exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
12. The Exhibitor Appointed Contractor shall indemnify and hold Show Management and GES Exposition Services, Inc. harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

**This form will only be accepted if filled out by an authorized representative of the exhibiting company. Please copy this form for your records and email or fax to Jamie Barbera, Exhibits Manger: [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org) / 703-547-8840.**