

DEFINITION

An Exhibitor Appointed Contractor (**EAC**) **Exhibitor Appointed Contractor** is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show (Union Rules and Regulations apply). No permission to use an Exhibitor Appointed Contractor will be given for the performance of the following services:

- Electrical, Plumbing & All Other Utilities
- Drayage / Forklift Operations
- Booth Cleaning
- Security
- Telephone / Communications
- Rigging - Overhead or Genie Lift
- Catering / Food Service

HOW TO GET AUTHORIZATION TO USE AN EXHIBITOR APPOINTED CONTRACTOR (2017 PAX PRIME)

The four principal steps to get authorization to use an Exhibitor Appointed Contractor are:

1. EXHIBITOR **must submit the EAC** Form provided, from Show Management by the deadline date of July 29, 2017. No approvals will be granted for requests received after the deadline.
2. Show Management will send the EAC Agreement, EAC Memorandum, sample certificate of insurance, invoice and or the Schedule A to the specified EAC.
3. The EAC will be required to return to Show Management the executed EAC Agreement, EAC Memorandum, EAC Code of Conduct and insurance documents specific to Reed Exhibitions Show Management by the deadline date of August 13, 2017.
4. The EAC **MUST BE** in good standing with Show Management before the approval process begins.

THIRD PARTY INVOICE BILLING RULES, REGULATIONS AND PRODEDURES

IN ORDER TO ASSIST THE EXHIBITOR IN VERIFYING THE ACCURACY OF THEIR EXPENSES, A COPY OF THE ORIGINAL INVOICE, IS REQUIRED BY SHOW MANAGEMENT, TO BE SENT TO THE EXHIBITOR OF RECORD FOLLOWING THE CLOSE OF THE SHOW.

WE WILL NOT ACCEPT

- Letters, telephone calls or submissions in any other Form.
- Submissions in any Form directly from 3rd party vendors/contractors.

WRISTBAND REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS

1. Each individual affiliated with the EAC must wear a correct wristband (pass), prepared and distributed by Show Management. The EAC wristband (pass) must be worn all times during move-in and move-out.
2. The process for EAC wristbands (passes) will be sent directly to the EAC by Show Management with instructions on how to pick up wristbands onsite with a copy of a valid ID (driver's license, passport, etc.).
3. EAC personnel who require access during show hours must request a show day wristband (pass) a minimum of one day prior to the opening of the show. Proper attire must be worn at all times.
4. EAC wristbands (passes) are NOT transferable and must be worn at all times on the wrist. Floor managers will spot check all EACs for adherence to this policy and lost EAC wristbands (passes) need to be reported to Show Management immediately. Violation of this policy will result in the termination of the EACs agreement with Show Management and all fees paid by EAC will be forfeited accordingly.
5. EAC must refrain from the use of and access to all public areas and are strictly confined to exhibit floor access during move-in and move-out.

PURPOSE

The purpose of this Form is to petition Show Management for approval to use an Exhibitor Appointed Contractor. An Exhibitor Appointed Contractor is defined as any company, other than one of the Official Contractors that an exhibitor wants to use inside the exhibit hall, before, during or after the show. Your submission of the EAC Form is a request for approval of an Exhibitor Appointed Contractor by Show management, and a statement of your commitment to purchase services, as outlined, from said contractor, subject to Show Management's approval of the contractor.

We can not accept requests from the 3rd party vendor only from the exhibitor.

Requests to use an Exhibitor Appointed Contractor (EAC) must be received at least thirty days prior to the first day of move-in and approved by Show Management. Properly completed documentation, i.e., signed agreement, memorandums and insurance certificates must be returned by August 13, 2017 to Show Management.

If you have any questions regarding this procedure, please email: eac@reedexpo.com or call our special EAC hotline at (203) 840-5890

CONTRACTOR MUST PROVIDE CERTIFICATE OF INSURANCE

The Exhibitor Appointed Contractor must provide Certificate of Insurance confirming that the EAC has in full force and effect, Worker's Compensation insurance, comprehensive general liability insurance, and automobile liability insurance which meet the following minimum standards:

- Worker's Compensation insurance, providing and meeting the requirements established by the State of Washington and must have authorization to do business in the State of Washington.
- Comprehensive general liability Insurance, providing at least \$1,000,000 in coverage and naming: **Penny Arcade (PAX),GES, Reed Exhibitions, RELX Inc., Washington State Convention & Trade Center (WSCTC), their officers, members, directors, employees, agents, successors, assigns, and affiliates.**
- Automobile liability insurance, which includes all owned, non-owned and hired vehicles with minimum limits of \$500,000 bodily injury and \$500,000 property damage liability.

RULES AND REGULATIONS GOVERNING EXHIBITOR APPOINTED CONTRACTORS

1. **IN ORDER TO ASSIST THE EXHIBITOR IN VERIFYING THE ACCURACY OF THEIR EXPENSES, A COPY OF THE ORIGINAL INVOICE, IS REQUIRED BY SHOW MANAGEMENT, TO BE SENT TO THE EXHIBITOR OF RECORD FOLLOWING THE CLOSE OF THE SHOW. BY ALL VENDORS.**
2. The Exhibitor Appointed Contractor will not solicit business on the show floor at any time, including installation, during the show, and dismantling.
3. The Exhibitor Appointed Contractor will share responsibility, with the Official Contractor, all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of the exhibit hall to its initial condition, custom marking of the floor, etc.
4. 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 Show Management in any contracts with the Official Contractors.
5. The Exhibitor Appointed Contractor will not establish service desks of any type anywhere inside the exhibit hall. The EAC will utilize space as designated by Show Management, outside the exhibit hall.
6. Cameras or photography are prohibited on the exhibit floor without permission from Reed Exhibitions. With the approval of Reed Exhibitions, the EAC may photograph only the booth(s) with which they have contractual arrangements.
7. While aisle carpeting is being installed, jockey boxes, ladders and the EAC's equipment must be removed completely from the show floor, or be placed inside the booth being installed (if removal will not disrupt or damage the carpet after it is installed), or be placed in the EAC's storage area.
8. Use of electric scooters by EACs is prohibited at all times.
9. EACs are not allowed on the show floor during open days of the show without a special EAC show day pass or wristband. EAC must be dressed in suitable attire at all times.
10. EACs are not authorized to have Exhibitor Badges.

11. The Exhibitor Appointed Contractor will refrain from placing an undue burden on the Official Contractors, especially by not interfering in any way with the Official Contractors' work.

12. **Union Rules and Regulations apply please see GES Services tab for greater detail.**

SHOW MANAGEMENT'S DISCRETIONARY RIGHTS

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, other labor action directed at the show, other disruption of the show, or interference with any of the exhibitors.



PAX WEST 2017 EAC FORM
 September 1-4, 2017.
 Seattle, Washington

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Contractor: _____

Street Address: _____

City: _____ State: _____ Zip: _____

EAC Contact Name: _____ Title: _____

Phone: _____ FAX: _____ E-Mail: _____

Services

Exhibitor Appointed Contractors may only perform the following services. Please check the service(s) you have purchased.

- | | |
|---|--|
| <input type="checkbox"/> Set-up / Dismantle Labor | <input type="checkbox"/> Furnishings |
| <input type="checkbox"/> Booth / Display Rental | <input type="checkbox"/> Personnel / Temporary Staff |
| <input type="checkbox"/> Photography / Video | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Floral | <input type="checkbox"/> Audio / Visual |
| <input type="checkbox"/> Other _____ | |

Exhibitor Customer ID Number: _____ **Booth #:** _____

Exhibit Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____ E-Mail: _____

Contact Name: _____ Title: _____

Exhibitor Authorizing Signature: _____

Please note the following services will be provided **exclusively** by the show's Official Contractors. EACs are NOT allowed to perform or provide these services:

- Drayage / Fork Lift / Genie Lift Operations/Overhead Rigging
- Electrical Services / Labor/Plumbing Services / Labor
- Telecommunication Services / Labor/Booth Cleaning(to vacuum)
- **Booth Security/Catering / Food / Beverage Services**

E-MAIL to eac@reedexpo.com or Fax to: Reed Exhibitions EAC Department

PAX WEST 2017
 383 Main Avenue
 Norwalk, CT 06851
 EAC HOTLINE: 203-840-5890
 FAX TO: 203-840-9890
E-MAIL: eac@reedexpo.com

THIS FORM MAY ONLY BE SUBMITTED BY THE EXHIBITOR.

Reed Exhibitions (EAC) Exhibitor Appointed Contractor Code of Conduct
PAX WEST 2016

For (EAC) Exhibitor Appointed Contractors, Third Party Groups, Display Houses, EAC Supervisors and EAC Labor.

DEFINITION of an EAC

An Exhibitor Designated Contractor (EAC) is any company other than one of the designated official contractors which an exhibitor wants to employ inside the exhibit hall before, during (by special pass and/or wristband), or after the show (Union Rules and Regulations apply and foreign EAC groups will not be approved to perform EAC labor). This includes all EAC labor groups, supervisors, booth designers/representatives and display houses.

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

- Electrical, Plumbing & All Other Utilities
- Telephone / Communications
- Drayage / Forklift Operations
- Rigging - Overhead or Genie Lift (Hydraulic or Manual)
- Booth Cleaning
- Catering / Food Service
- Security – official security vendor only.

EAC CODE to FOLLOW

1. EAC who fails to have their booth set and crates removed by the published time will be billed by Show Management a fee for late set up.
2. EAC will check in and check out their labor through the designated entrance for each hall.
3. EAC will adhere to all target times and load their freight accordingly if servicing more than one customer on the floor.
4. EAC will not use saws, routers, or other wood and/or metal cutting devices outside of the confines of the exhibit space.
5. No EAC carts (three wheeled or flatbed) allowed on the floor due to safety and congestion.
6. All deliveries from EAC must come through the freight doors and not through the front doors whether it is tools, ladders, tool boxes, graphics, freight, etc.
7. All ladders, desks and job boxes must be removed prior to show opening unless storage is available and approved by Show Management or the official General Services Contractor.
8. EAC must register with the Show Manager per the instructions in the Exhibitor Manual all EAC forms need to be submitted properly. This includes all EAC labor groups, supervisors, booth designers/representatives and display houses. EAC groups from outside the U.S. cannot perform labor and will only be allowed to supervise, properly hired Union Labor
9. EAC are not allowed to solicit business on the show floor from any exhibitors at any time.
10. EAC shall operate within the confines of the exhibit booth space – for such items as service desks and or assembly areas.
11. EAC shall inform exhibitors of all costs associated with the use of the EAC.
12. EAC will not be allowed to perform exclusive services as outlined in the exhibitor manual (Union Rules and Regulations apply - foreign EAC Groups are not approved for EAC labor)
13. EAC must follow the rules and regulations of the venue, and safety guidelines in addition to those of Show Management.
14. All materials brought into the exhibit area by the exhibitor or EAC must be removed completely after the event.
15. All photo IDs must be worn properly and visible at all times.
16. If Show Management wristbands have been issued, they must be worn at all times properly and correctly. EAC groups cannot wear exhibitor badges.

Thank you for your cooperation.