



## Bulletin 18

### ➤ Re: Exhibitor Appointed Contractors (EAC)

To: All Exhibitors

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**Show management will conduct an on-site EAC meeting at 9:45 a.m. on Friday, Feb. 3, 2017, in room N231. All EACs working on the show floor must be represented at this meeting.**

**Every EAC must register** with show management and provide an original certificate of insurance with the specified limits indicated in Bulletin 4, *The Chicago Automobile Trade Association (CATA), 2017 Chicago Auto Show, SMG, Metropolitan Pier and Exposition Authority its Facilities, Agents, Trustee, Officers, Board members, and Employees (MPEA), Chicago Park District, its Agents, Officers, Board Members and Employees and Global Experience Specialists must be named as additional insureds on General Liability, Automobile Liability and Umbrella Liability policies. Such policies will be endorsed to provide primary & non-contributory coverage to the Additional Insureds in relation to any and all other liability insurance policies carried by or for the benefit of the Chicago Automobile Trade Association, 2017 Chicago Auto Show, SMG, Metropolitan Pier and Exposition Authority its Facilities, Agents, Trustee, Officers, Board Members and Employees (MPEA), Chicago Park District, its Agents, Officers, Board Members and Employees and Global Experience Specialists. Waivers of subrogation in favor of the parties listed above shall be provided on both the Worker's Compensation and Commercial General Liability policies.*

An EAC is defined as *any contractor other than the official contractors designated by show management. Additionally, if you are not an employee of the exhibiting company, you and/or your company, is an EAC.*

Every EAC must adhere to the attached Exhibitor Appointed Contractor (EAC) Rules and Regulations as well as the 2017 Chicago Auto Show Rules and Regulations and the McCormick Place Registration and Right of Entry License Agreement.

**Every EAC must submit the EAC Registration Form and their Certificate of insurance to show management by Dec. 23, 2016.** Additionally, the EAC must provide a copy of their McCormick Place Registration and Right of Entry License Agreement.

**To register with McCormick Place** or to confirm your current status with them please contact Natalie Moten, you may email Natalie at [nmoten@mccormickplace.com](mailto:nmoten@mccormickplace.com).

**CREDENTIALS** Starting Feb. 7, 2017, EAC credentials will be issued at on-site Registration, room S401 between 8 a.m. and 5 p.m. **Please, do not request public day passes from your Exhibitor clients. Named credentials should not be requested unless the person needs to work during the public portion of the show.** This will be reviewed by show management. **Do not register under the name of the manufacturer but under the name of the company that issues your paycheck.** Credentials are mandatory beginning Wednesday, Feb. 8. Questions regarding EAC Credentials should be directed to Sandi Potempa, [spotempa@cata.info](mailto:spotempa@cata.info).

**Unregistered EACs will not be permitted on the show floor.** Thank you for your cooperation.



## Exhibitor Appointed Contractor (EAC) Rules and Regulations

The EAC Rules and Regulations are in addition to and made part of the Application and Contract for Space and the Rules and Regulations for the Chicago Auto Show. Failure by the EAC to abide by all conditions and regulations for the Chicago Auto Show and the Metropolitan Pier and Exposition Authority will cause the EAC to be prohibited from performing any work at McCormick Place related to the Chicago Auto Show.

- ◆ **NOTIFICATION** The EAC acknowledges that the exhibitor must notify show management in writing of its intent to utilize an EAC no later than Dec.23, 2016 furnishing the name, contact name, address, phone number, cell phone and fax number of the EAC.

Each EAC must register with McCormick Place. Companies who have not registered with McCormick Place will not be allowed to work at McCormick Place. For more information on registering with McCormick Place please contact Natalie Moten at [nmoten@mccormickplace.com](mailto:nmoten@mccormickplace.com)

- ◆ **EXHIBITOR RESPONSIBILITY** The EAC agrees that the exhibitor is ultimately responsible for all services performed in connection with its exhibit, including, but not limited to, freight, drayage, rentals and labor.
- ◆ **WORK ORDER** The EAC shall provide show management with evidence, if requested, that it has a valid authorization from an auto show exhibitor for services. The EAC may not solicit any other business in the exhibit hall.

**INSURANCE and INDEMNIFICATION** Please refer to Bulletin 4 for specifics on limit requirements. In addition the EAC shall provide show management with a valid certificate of insurance by Dec. 23, 2016 the Chicago Automobile Trade Association (CATA), 2017 Chicago Auto Show, SMG, Metropolitan Pier and Exposition Authority its Facilities, Agents, Trustee, Officers, Board members, and Employees (MPEA), Chicago Park District, its Agents, Officers, Board Members, and Employees and Global Experience Specialists must be named as additional insureds on General Liability, Automobile Liability, and Umbrella Liability policies. Such policies will be endorsed to provide primary & non-contributory coverage to the Additional Insureds in relation to any and all other liability insurance policies carried by or for the benefit of the Chicago Automobile Trade Association, 2017 Chicago Auto Show, SMG, Metropolitan Pier and Exposition Authority its Facilities, Agents, Trustee, Officers, Board Members and Employees (MPEA), Chicago Park District, its Agents, Officers, Board Members and Employees and Global Experience Specialists. Waivers of subrogation in favor of the parties listed above shall be provided on both the Worker's Compensation and Commercial General Liability policies. This certificate shall cover, at the minimum, Worker's Compensation and Employers Liability (State of Illinois required limits), General Liability and Automobile Liability as shown in Bulletin 4. In addition, the EAC agrees to hold harmless and indemnify the Chicago Automobile Trade Association, its staff, employees and agents, SMG, Metropolitan Pier and Exposition Authority its Facilities, Agents, Trustee, Officers, Board members, and Employees (MPEA), Chicago Park District, its Agents, Officers, Board Members, and Employees and Global Experience Specialists, the exhibit hall, all other official contractors from and against any and all claims, demands, actions, damages, loss, cost and liability and expenses and judgments recovered from or assessed against the 2017 Chicago Auto Show or the Chicago Automobile Trade Association on account of injury or damages to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, wholly or in part, by an act, omission, negligence or patrons, guests, licensees or invitees of the exhibit hall. The EAC covenants and agrees that in case show management shall be made party to any litigation against the EAC or in any litigation commenced by any party other than EAC relating to this agreement, than EAC shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred or imposed upon show management by virtue of any such litigation.



- ♦ **LICENSES** The EAC shall provide show management with evidence, if requested, that it has all business licenses, permits and Worker's Compensation Insurance required by the State of Illinois, County of Cook, City of Chicago or McCormick Place. Please refer to the show Rules and Regulations for other requirements for licenses.
- ♦ **UNION CONTRACTS** Each EAC shall provide GES with evidence, if requested, that they possess applicable and current local union labor contracts and comply with all labor agreements and practices. The EAC must not commit, or allow to be committed by persons in its employment, any acts that could lead to work stoppages, strikes or other labor problems or disputes.
- ♦ **FORFEITURE** The EAC agrees that failure to abide by any rules or procedures stated above or created by show management or McCormick Place prior to or during the show is cause for expulsion from the exhibit hall. Show management has final authority over all such matters and further, that EAC and its employees are aware of the provisions of this agreement.
- ♦ **MOVE-IN/MOVE-OUT** The EAC agrees to abide by all rules and conditions that apply to the official contractors and show management while at McCormick Place. In addition, the EAC agrees to provide timely and professional services by properly credentialed workers during the hours specified by show management.
- ♦ **CREDENTIALS** The EAC will furnish show management with the names of its full-time employees, including supervisors, who will be working on the exhibit floor. Show management will issue appropriate worker Installation and Dismantling credentials to the EAC at an EAC Registration desk in room S401. EAC employees must present these credentials upon the request of show management and/or show security. Public show credentials will be issued on an as-needed basis from show management in the same location.
- ♦ **EMERGENCY CONTACT** The EAC will furnish show management with the name, cell phone number and telephone number of an emergency contact available 24 hours-a-day during the lease period of the Chicago Auto Show. This information is to be furnished on the "Who's in Charge Form", Bulletin 7 of this manual.
- ♦ **DISPLAY RULES and REGULATIONS** The EAC agrees to review the show Rules and Regulations and other materials relating to the Chicago Auto Show prior to starting work. The EAC will not erect any display fixture that would be in violation. Show management reserves the right to correct any display violation at the exhibitor's and EAC's expense.
- ♦ **WORK SPACE and STORAGE AREA** The EAC must confine its operation to the booth space of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building, unless a request has been made and approved, in advance, in writing. In addition, EAC agrees that show management may expel the EAC from the premises at any time should the EAC be found to be working in any exhibitor's booth not listed on the EAC registration form
- ♦ **OFFICIAL SERVICE CONTRACTORS** Because of licensing, insurance and work performed on equipment and facilities owned by parties other than the exhibitor, only designated official contractors would provide services such as electrical, plumbing, telephone, cleaning, porter services, food service and drayage. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space. The exhibit floor, aisles, loading dock, freight elevators, service and storage areas will be under the control of the official service contractor and show management. The EAC must, therefore, coordinate all of its service activities with them.



## Show Management EAC Registration Form

Print this form, complete it, have it signed by an authorized representative of the Exhibitor Appointed Contractor and returned no later than Dec. 23, 2016.

Along with this form, please provide your certificate of insurance, a copy of your McCormick Place Registration and Right of Entry License Agreement.

Date \_\_\_\_\_

EAC Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Authorized Representative \_\_\_\_\_

(Please Print)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Cell phone \_\_\_\_\_ E-mail address \_\_\_\_\_

On-Site Contact \_\_\_\_\_

Cell phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Our company is registered with McCormick Place and agrees to abide by their rules as outlined in their registration packet. Yes \_\_\_\_\_ No \_\_\_\_\_

Description of proposed service(s) for exhibitor: \_\_\_\_\_

\_\_\_\_\_

List name of all booth(s)/exhibitor(s) you will provide service for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For questions, call CATA at 630.495.2282.**

**You may fax these forms to 630.495.2260 or email them to [spotempa@cata.info](mailto:spotempa@cata.info)**

**To register with McCormick Place**

**Please contact Natalie Moten at [nmoten@mccormickplace.com](mailto:nmoten@mccormickplace.com)**