



## EXHIBITOR SERVICE MANUAL

October 25-28 (Exhibits 26-28) | Chicago, IL

South Hall, McCormick Place

### PROCEDURES FOR USING AN EAC ON-SITE WRISTBAND POLICY

Both the exhibitor and their appointed contractor must satisfy the following requirements:

- The Exhibitor Appointed Contractor Work Authorization Form, to be completed by the exhibiting firm only, is due to ISSA headquarters no later than **September 16, 2016**
- The Exhibitor Appointed Contractor must provide ISSA with the proper Certificate of Insurance no later than **September 16, 2016**. **If this requirement is not met by the mentioned date, the Exhibitor Appointed Contractor will not be allowed on the trade show floor to service their clients.**

GES Global Experience Specialists is the Official Service Contractor for ISSA/INTERCLEAN® North America 2016. Exhibitors who wish to use a contractor other than the designated official contractors to set-up, service and dismantle their exhibits, may do so, provided both the exhibitor and appointed contractor comply with the procedures outlined below. **Please note that no exceptions will be made for material handling (drayage), electrical, plumbing, rigging, decorator labor, millwright work, telephone, booth cleaning, booth security, and catering.**

#### RULES & REGULATIONS

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
5. The Exhibitor agrees that he/she is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, 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 Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC, not number of booths).
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided an appropriate registration badge. See EAC wristband policy below.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor 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 Organizer or GES Management.
11. During show hours, only exhibit badges will be permitted on the show floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper convention badges.
12. The Exhibitor Appointed Contractor shall indemnify and hold ISSA and GES Global Experience Specialists harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.



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### **INSURANCE COVERAGE REQUIREMENTS**

1. **Comprehensive General Liability** with limits as follows:

- \$1 million in respect of injuries to any one person in any occurrence
- \$2 million in respect of injuries to more than one person in any one occurrence
- \$1 million in respect of damage to property.

ISSA, GES Global Experience Specialists, and McCormick Place, must be named as additional insured. This policy should include coverage for premises/operations, contractual liability, broad form property damage liability, products liability if a product is provided, and personal injury liability, if guard service is provided.

2. **Workers' Compensation and Occupational Disease** insurance in full compliance of all federal and states laws and cover all company employees.
3. **Employers Liability** insurance with minimum limits of \$500,000 per accident covering injury or death to any employee outside the scope of Workers' Compensation and Occupational Disease coverage
4. **Comprehensive General** Automobile liability insurance covering any owned, non-owned or hired self-propelled of the type for use on and off the Orange County Convention Center, including coverage of loading and unloading hazards with limits of liability of \$1 million in respect of injuries and property damage in any one occurrence.

The policy must be in effect over the dates of **Sunday, October 23**, through **Sunday, October 30**. We also ask that the certificate of insurance contain a specific provision requiring that we be notified in writing 30 days in advance of any cancellation, non-renewal, or material change.

### **EAC ON-SITE WRISTBAND POLICY**

**All EACs will be required to wear a temporary wristband to gain access to the exhibit floor.**

Review the following procedures, and contact [mandy@issa.com](mailto:mandy@issa.com) with any questions.

1. All EACs must have their certificate of insurance and the original notification as an exhibitor appointed contractor on file with the ISSA.
2. All EACs must comply with the McCormick Place EAC regulations.
3. All EACs will be required to wear a temporary wristband to gain access to the floor during move in and move out. Access to the exhibit floor during show hours requires a registration badge.
4. Wristbands requests for subsequent days must be delivered in writing by 2:30pm to the EAC desk located near the main entrance to the show floor. Wristbands will be distributed at that time as well as the following morning beginning at 7:30am.
5. All EACs must have a master list of all individuals on payroll. This list must be available to ISSA on request.

Things to remember:

1. Wristbands must be worn on the wrist.
2. Everyone must have state issued photo identification, no exceptions.
3. SOA Security will be conducting spot checks against names on your submitted list. Offenders will be escorted off the exhibit floor.
4. Only order the number of wristband needed. Wristband requests will be matched against payroll lists.