

Return to:
INTERNATIONAL CONTEMPORARY FURNITURE FAIR®
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JACOB K. JAVITS CONVENTION CENTER
May 17-20, 2014

DEADLINE: APRIL 11, 2014

EXHIBITOR APPOINTED CONTRACTOR (EAC)

The International Contemporary Furniture Fair® (ICFF) has appointed GES Global Experience Specialists (GES) as the official labor contractor for the installation and dismantling of the Show. As qualified union personnel are required to uncrate, assemble, dismantle and recrate displays and equipment, it is essential that you make advance arrangements with GES, using the labor order form contained in this Exhibitor Manual. For services such as electrical, plumbing, telephone, catering, freight and booth cleaning, the contractors designated by ICFF must be used without exception.

Exhibitors are permitted to engage independent labor contractors for installation and dismantling, other than the designated "official contractor", provided exhibitors and their contractors adhere strictly to the following criteria:

1. Authorization must be sought by submitting to us this "Exhibitor Appointed Contractor" form by **April 11, 2014** for each EAC engaged by an exhibitor.
2. Only EAC's pre-approved and/or licensed by the Javits Convention Center may be utilized. This requirement will be strictly enforced.
3. EAC's must provide us with Certificates of Insurance, evidencing that Worker's Compensation and Employer's Liability insurance, Commercial General Liability insurance and Automobile Liability insurance are in force. Worker's Compensation and Employer's Liability insurance must meet the requirements of the State of New York. Commercial General Liability insurance policy limits should be \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate, \$2,000,000 Product Liability and \$1,000,000 Personal/Advertising Injury. The Certificates of Insurance must be delivered to us by **April 11, 2014**. The Exhibitor, George Little Management, LLC and the New York Convention Center Operating Corporation must be additional insureds under the EAC's Commercial General Liability policy, and such status must be indicated on the Certificate of Insurance. In the case where an EAC is performing work for more than one exhibitor, a listing of all its clients should be attached to the certificate of insurance
4. EAC's must comply with all rules and regulations applicable to exhibitors specifically regarding display rules and established deadlines for the installation and dismantling of exhibits and the shipping of outbound freight.
5. No one will be allowed on the floor without proper show credentials. It is therefore imperative that EAC's notify us by **April 11, 2014** of the number of employees requiring badges. Personnel must pick up official set-up badges at ICFF exhibitor registration upon their arrival at the JKJCC. Authorized workers must wear these set-up badges at all times while on the Show floor.
6. EAC's must comply with current labor contracts for appropriate labor jurisdictions at the Jacob K. Javits Convention Center of New York and shall not provide services in conflict with existing labor contracts, regulations or work rules.
7. EAC's must notify us in advance of Show set-up where they may be reached by telephone during the show in case of emergency.
8. EAC's shall cooperate fully with the official contractor and shall comply with all rules and regulations of the Jacob K. Javits Convention Center.
9. EAC's agree to work from the service area location designated by Show Management.

NAME OF EXHIBITING COMPANY: _____ BOOTH NO. _____

AUTHORIZED BY: _____ TITLE: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

EXHIBITOR APPOINTED CONTRACTOR: _____
 (company contracted to set up booth)

Street Address	City	State	Zip
On-site Contact Name	Cell Phone or Emergency Telephone Number		
Estimated Arrival at Show	Number of Workers		