



Notice of Intent to Use an Exhibitor Appointed Contractor (EAC) & EAC Certificate of Insurance (Due by: March 12, 2018)

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: _____

Phone: _____

Email: _____

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 March 12, 2018. Please see the ASCRS•ASOA Rules & Regulations found within the Exhibitor Service Kit 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 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 (ASCRS ASOA) 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.**



REQUIRED INFORMATION TO BE INCLUDED IN YOUR CERTIFICATE OF INSURANCE:

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), ASCRS Symposium & Congress (Show) and Los Angeles Convention Center (Facility) as additional insureds on a primary and non-contributory basis.

6. CERTIFICATE HOLDER: Global Experience Specialists 4801 Hollins Ferry Rd., Suite B, Halethorpe, MD 21227

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract.
 - Commercial General Liability with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence and {\$1,000,000} each aggregate.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than {\$1,000,000} each accident, {\$1,000,000} disease - each employee and {\$1,000,000} disease - policy limit.

10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

PLEASE RETURN YOUR CERTIFICATE TO:

Fax: 703-547-884

Email: jbarbera@ascrs.org

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 / 703-547-8840.