

## DEFINITION

An Exhibitor Appointed 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). **All EAC set up and tear down labor must be properly hired Union Labor.**

This includes all EAC display houses, display sales representatives, designers, EAC labor, supervisors and any third party.

**An EAC should not be wearing an exhibitor badge.** 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 or Vacuuming
- Security – No outside security.
- Telephone / Communications
- Rigging - Overhead or Genie Lift
- Catering / Food Service

## HOW TO GET AUTHORIZATION TO USE AN EXHIBITOR APPOINTED CONTRACTOR (ALUMINUM USA 2019)

**IN THE EVENT THE EAC OF RECORD FOR THE BOOTH HIRES NON-OFFICIAL SUB-EAC'S THESE SUB-EAC'S MUST BE IDENTIFIED TO SHOW MANAGEMENT BY THE EAC OF RECORD AND FOLLOW ALL RULES AND REGULATIONS OUTLINED IN THE EXHIBITOR MANUAL.**

**We can not accept requests from the 3<sup>rd</sup> party vendor only from the exhibitor.**

1. EXHIBITOR **must submit the EAC** form to Show Management, by the deadline date of **August 11, 2019** No approvals will be granted for requests received after the deadline.
2. Show Management will send the EAC Agreement, EAC Memorandum, EAC Code of Conduct, EAC Sample Certificate of Insurance, (EAC invoice when applicable) and or the Schedule A or EAC form copy to the specified EAC.
3. The EAC will be required to **return** to Show Management the executed EAC Agreement, Memorandum and Code of Conduct signature pages along with the proper insurance documents by the deadline date **August 25, 2019**
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 3<sup>rd</sup> party vendors/contractors.

## WRISTBAND REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS

1. Each individual affiliated with the EAC must wear a correct wristband, prepared and distributed by Show Management. The EAC wristband must be worn all times during move-in and move-out. This includes all EAC display houses, display sales representatives, designers, EAC labor and supervisors. **An EAC should not be wearing an exhibitor badge.**
2. The process for EAC wristbands 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.). All EAC groups must check in with Show Management.
3. EAC personnel who require access during show hours must request a show day wristband a minimum of one day prior to the opening of the show. Proper attire must be worn at all times.
4. EAC wristbands 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 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 EAC 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 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. **All EAC set up and tear down labor must be properly hired Union Labor.**

EAC requests (**see form**) for approval to use an Exhibitor Appointed Contractor must be received *at least **thirty days prior to the first day of move-in***. *Properly completed documentation, i.e., signed EAC Agreement, Memorandum, Code of Conduct and Insurance Certificate must be submitted by August 25, 2019 to Show Management.*

For questions on this procedure, please email to [eac@reedexpo.com](mailto:eac@reedexpo.com) or call our special EAC hotline at **(203) 840-5890**

## **CONTRACTOR MUST PROVIDE CERTIFICATE OF INSURANCE (Reed Exhibitions as holder)**

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,(\$1,000,000) providing and meeting the requirements established by the State of Tennessee and must have authorization to do business in the State of Tennessee.
- Comprehensive general liability Insurance, providing at least \$1,000,000 in coverage and naming: The Freeman Companies, Reed Exhibitions a division of RELX Inc., their officers, directors, employees, agents, successors, assigns, and affiliates; The Convention Center Authority of the Metropolitan Government of Nashville and Davidson County Music City Center and their officers, 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 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 Appointed 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 containers, jockey boxes, ladders and the EAC 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 storage area.

8. Use of scooters by EACs is prohibited at all times (flatbed or three wheeled).

9. All EAC groups must be properly approved as an EAC for the event by Show Management this includes all EAC display houses, display sales representatives, designers, EAC labor, supervisors and any other third party. 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. **An EAC should not be wearing an exhibitor badge.**

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 Freeman Services tab for greater detail.**

**13. All EAC set up and tear down labor must be properly hired Union Labor.**

## **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 exhibit.

**Reed Exhibitions (EAC) Exhibitor Appointed Contractor Code of Conduct**  
**ALUMINUM USA 2019**

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. 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
- **No outside Security of any kind.**

**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 forms for all EAC labor groups, supervisors, booth designers and display houses.** International EAC groups are not allowed to perform any labor and are only approved to supervise properly hired UNION LABOR. **All EAC set up and tear down labor must be 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.
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.

Thank you for your cooperation.

2019 ALUMINUM USA EAC APPROVAL REQUEST FORM  
SEPTEMBER 12-13, 2019  
MUSIC CITY CENTER  
NASHVILLE, TENNESSEE

**ALUMINUM USA EXHIBITOR APPOINTED CONTRACTOR INFORMATION 2019 EAC FORM**

**EAC Contractor:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EAC Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

All EAC Labor, must be properly hired Union Labor only. All EAC groups must have proof of EAC insurance.

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 _____              |  |

**EXHIBIT COMPANY BOOTH NUMBER # :** \_\_\_\_\_

**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 or Fax to: Reed Exhibitions EAC Department**

**ALUMINUM USA 2019**

383 Main Avenue

Norwalk, CT 06851

EDC HOTLINE: 203-840-5890

FAX TO: 203-840-9890

**E-MAIL: [eac@reedexpo.com](mailto:eac@reedexpo.com)**

EXHIBITOR **must submit the EAC form** provided, to Show Management, by the deadline date of August 12, 2019 for EAC approvals. No approvals will be granted for requests received after the deadline.

**CERTIFICATE OF INSURANCE SAMPLE**

DATE(MM/DD/YY)

**PRODUCER  
INSURANCE AGENT LISTING**

For EAC and Exhibitor  
please be sure to specify  
the information highlighted

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

**INSURED** on your insurance certificate as shown on this Reference Sample.  
**EAC COMPANY INFORMATION**

COMPANY <b>A</b>	<b>Insurance Company Information</b>
COMPANY <b>B</b>	<b>Insurance Company Information</b>
COMPANY <b>C</b>	<b>Insurance Company Information</b>
COMPANY <b>D</b>	<b>Insurance Company Information</b>

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LT R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>A</b>	<b>GENERAL LIABILITY</b>				<b>EACH OCCURRENCE</b> \$ <b>1,000,000.00</b>
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY				GENERAL AGGREGATE \$
	<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				PRODUCTS-COMP/OP AGG
					PERSONAL & ADV INJURY \$
<b>B</b>	<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT \$
	<input type="checkbox"/> ANY AUTO				<b>BODILY INJURY</b>
	<input type="checkbox"/> ALL OWNED AUTOS				(Per person) \$ <b>500,000.00</b>
<b>C</b>	<input type="checkbox"/> SCHEDULED AUTOS				<b>PROPERTY DAMAGE</b> \$ <b>500,000.00</b>
	<input type="checkbox"/> HIRED AUTOS				
<b>D</b>	<input type="checkbox"/> NON-OWNED AUTOS				
	<input type="checkbox"/> GARAGE LIABILITY				
<b>D</b>	<input type="checkbox"/> ANY AUTO				
	<input type="checkbox"/> EXCESS LIABILITY				
<b>D</b>	<input type="checkbox"/> UMBRELLA FORM				
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				
<b>D</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<b>STATUTORY LIMITS</b>
	<b>Workers Compensation Insurance Coverage meeting the requirements established by the State: Nevada</b>				EACH ACCIDENT \$ <b>1,000,000.00</b>
<b>D</b>	THE PROPRIETOR/ PARTNERS/ EXECUTIVE OFFICERS ARE: <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				DISEASE - POLICY LIMIT \$ <b>1,000,000.00</b>
					DISEASE - EACH EMPLOYEE \$ <b>1,000,000.00</b>
<b>OTHER</b>					

For EAC and Exhibitor  
please be sure to specify  
the information highlighted

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please be sure to specify  
the information highlighted

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

**SHOW NAME:** **ADDITIONAL INSURED:**  
**RE: ALUMINUM USA 2019**  
**EVENTS**

The Freeman Companies, Reed Exhibitions a division of RELX Inc., their officers, directors, employees, agents, successors, assigns, and affiliates; The Convention Center Authority of the Metropolitan Government of Nashville and Davidson County Music City Center and their officers, directors, employees, agents, successors, assigns, and affiliates.

**CERTIFICATE HOLDER**

Reed Exhibitions  
383 Main Avenue  
Norwalk, CT 06851

For EAC and Exhibitor  
please be sure to specify  
the information highlighted

on your insurance certificate as shown on this Reference Sample.

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL \_\_\_ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

**AUTHORIZED REPRESENTATIVE**