



EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM

Submission Deadline: *Friday, April 6, 2012*

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e., other than Hargrove, Inc.) supervise their labor, unpack, erect, assemble, dismantle and/or pack display/equipment MUST abide by the following:

<p>A) Exhibitor must notify Show Management and Hargrove, Inc. in writing no later than Friday, April 6.</p>	<p>G) The EAC may not, under any circumstances solicit business on the show floor.</p>
<p>B) Exhibitor must ensure their contractor provide Hargrove with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage by Friday, April 6.</p>	<p>H) The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.</p>
<p>C) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.</p>	<p>I) Upon request the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations.</p>
<p>D) The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.</p>	<p>J) The Official Contractor has total control of all areas of the exhibit hall (i.e., aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with Hargrove, Inc.</p>
<p>E) The EAC shall share with Hargrove, Inc. all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.</p>	<p>K) The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.</p>
<p>F) The EAC must provide Hargrove, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.</p>	<p>L) All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.</p>

Name of EAC/Service Firm:		
EAC Address:		
EAC Phone & Fax:		
EAC Contact Name & Email:		

The EAC/Service Firm must notify Hargrove, Inc. of the names of all exhibiting companies for whom they have orders, the names of all employees working for them on the show. All exhibitor service firms must provide insurance certificates to Hargrove, Inc. and the sponsor of the exhibition. Please list show name, location, and Exhibitor name on Certificate of Insurance. Exhibitor Appointed Contractors will not be allowed access to the show floor without a Certificate of Insurance on file with Hargrove, Inc.

COMPANY: _____	BOOTH #: _____
ADDRESS: _____	CONTACT NAME: _____
CITY: _____	SIGNATURE: _____
STATE: _____ ZIP: _____	PHONE #: _____
EMAIL: _____	FAX #: _____