

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 - **EAC** from outside the United States is not allowed to perform labor – only allowed to supervise properly hired Union Labor). **All hired set up and teardown labor, must be properly hired Union Labor.** 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
- Security – no outside security of any kind.
- Telephone / Communications
- Rigging - Overhead or Genie Lift
- Catering / Food Service

HOW TO GET AUTHORIZATION TO USE AN EXHIBITOR APPOINTED CONTRACTOR

(International Converting Exhibition and Conference 2024)

The four principal steps to get authorization to use an Exhibitor Appointed Contractor are:

1. EXHIBITOR **must submit the EAC form** provided, to Show Management, by the deadline date of **November 27, 2023**. No approvals will be granted for requests received after the deadline.
2. Show Management will send an EAC Agreement, Sample Certificate of Insurance, Code of Conduct, EAC invoice and 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, along with the proper fees and insurance documents by the deadline date of **December 11, 2023**.
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 3rd 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.
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.).
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 EAC 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.

Online requests 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, EAC Memorandum, EAC Code of Conduct and insurance certificates must be submitted by December 11, 2023.**

If you have any questions regarding this procedure, please call **(203) 840-5899** or email eac@reedexpo.com.

CONTRACTOR MUST PROVIDE CERTIFICATE OF INSURANCE

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, providing and meeting the requirements established by the State of Florida and must have authorization to do business in the State of Florida.
- Commercial General Liability Insurance, including coverage for broad form property damage, bodily injury, personal injury, blanket contractual liability, and products/completed operations with a combined single limit of \$2,000,000 per occurrence and in the aggregate. Such general liability insurance shall name as an additional insured: Reed Exhibitions a division RELX Inc., Reed Exhibitions a division of RELX, Shepard Exposition Services, Orange County Convention Center, City of Orlando, ICEC USA and their officers, directors, employees, agents, successors, assigns, and affiliates as additional insured. The insurer shall waive its right of subrogation against Show Management, and this policy shall be considered primary and noncontributory over any other valid and collectible insurance.
- Errors & Omissions/Professional Liability Insurance, in an amount not less than \$5,000,000 per claim and in the annual aggregate, covering all acts, errors, omissions, negligence, infringement of Intellectual Property (except patents and trade secrets) and network and privacy risks (including coverage for unauthorized access, failure of security, breach of privacy perils, wrongful disclosure of information, as well as notification costs and regulatory defense) in the performance of the EAC's services hereunder. Such insurance shall be maintained in force for a period of 3 years thereafter for Services completed during the Term of the Agreement. The policy shall contain an affirmative coverage grant for contingent bodily injury and property damage emanating from the failure of the technology services or an error or omission in the product or rendered services provided.
- Automobile liability insurance, which includes all owned, non-owned and hired vehicles with minimum limits of \$500,000 bodily injury 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. Proper ID must be worn at all times. **An EAC from outside the United States is not allowed to perform labor – only allowed to supervise properly hired Union Labor.** All hired set up and teardown labor, must be properly hired Union Labor.
5. The Exhibitor Appointed Contractor will not establish service desks of any type anywhere inside the exhibit hall. The EAC will utilize space as designated 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, 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 electric scooters by EAC is prohibited at all times.
9. EAC 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. EAC are not authorized to have Exhibitor Badges.
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 refer to Shepard for greater detail.** All hired set up and teardown 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 exhibitors.



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

International Converting Expo 2024 Exhibitor Manual

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.). This includes all EAC display houses, display sales representatives, designers, EAC labor and supervisors. An EAC should not be wearing an exhibitor badge. All hired set up and teardown labor must be properly hired Union Labor. No permission to use an Exhibitor Designated – Appointed 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
- **Security – Official Security Vendor only.**

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 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 hired set up and teardown 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 EAC wristbands have been issued, they must be worn at all times properly and correctly. An EAC should not be wearing an exhibitor badge.

Thank you for your cooperation!

