

# **afci** locations show

## Exhibitor Appointed Contractor – Deadline, January 30, 2015

ALL outside contractors, such as I&D companies, design houses, production companies, technicians, models, and entertainers, are considered exhibitor-appointed contractors. An exhibitor-appointed contractor is any company other than the designated official contractors named by AFCI Locations Show 2015 that provides a service, (i.e., display, installation/tear down, models, entertainers, florists, photographers, audio visual, and/or their subcontractors), that needs access to your exhibit any time during the installation, show dates or dismantling of the AFCI Locations Show 2015. Event Management will deny access to the floor to any company or person in this category not complying with the exhibitor-appointed contractor requirements. We will grant NO EXCEPTIONS on-site.

## Exhibitor and Exhibitor Appointed Contractor Requirements

If you will be using an exhibitor-appointed contractor at the Locations Show 2015, you, as the exhibiting company, are responsible for ensuring that you and your contractor and/or their assigned personnel meet the following criteria.

1. A written request from you, the exhibitor, requesting authorization for the exhibitor-appointed contractor to work in your exhibit; use the Exhibitor Appointed Contractor Request Form. Please note: Notification from the exhibitor appointed contractor only is not acceptable. The authorization request must come from the exhibiting company no later than January 30, 2015.

2. The Locations Show 2015 requires that all exhibitor-appointed contractors submit to Locations Show 2015 Event Management a certificate of insurance with the following coverage:

- o Commercial General Liability - \$2,000,000 per occurrence.
- o Workers Compensation/Employer's Liability - \$1,000,000
- o Bodily Injury/Property Damage - \$1,000,000

Each Exhibitor and Exhibitor Appointed Contractor must provide proof of insurance from an insurance company in good standing, during this event that includes policy limits of \$1,000,000 for Bodily Injury or Property Damage, combined single limit, per occurrence and \$2,000,000 in all. AFCI, its officers and employees, The Hyatt Regency Century Plaza, and its officers and employees must be named as an additional insured by the exhibitor. This insurance must be in force during the lease dates, **March 5 – 7, 2015**. Insurance may either be obtained through your company's existing insurance carrier or independent broker. Proof of alternative coverage, satisfying these minimums must be in place prior to your scheduled move-in date. You will not be allowed to move-in/exhibit without proof of proper insurance coverage in place.

AFCI has made arrangements for all exhibitors and contractors to purchase this coverage at a significant savings as part of a group through Rainprotection Insurance for only \$79 + tax. More information can be found at [www.afcilocationsshow.com/2015-exhibitor-kit](http://www.afcilocationsshow.com/2015-exhibitor-kit).

3. AFCI Locations Show 2015 Event Management requires that each exhibitor-appointed contractor furnish a list of its client(s) for the event. We also require a list of all full-time and part-time employees who will be installing, dismantling or working in an exhibiting company's booth. Event Management also requires that exhibitor-appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor-appointed contractor or does not appear on an approved exhibitor-appointed contractor's list of approved subcontractors will be denied access to the event. Exhibitor-appointed contractors must collect the proper certificates of insurance from their subcontractor(s), and maintain the certificates on file for review by Locations Show 2015 Event Management.

4. Exhibitor-appointed contractors agree to abide by all AFCI Locations Show 2015 badging procedures.

5. All exhibitor-appointed contractors agree to abide by the Contract Terms and Conditions and Exhibit Rules and Regulations set forth by AFCI Locations Show 2015 in the 2015 Exhibitor Terms and Conditions and Exhibit Service Kit. Exhibitor-appointed contractors may operate only within the confines of their client's booth. This will be strictly enforced. Separate service desks and/or work areas will not be permitted. Event Management will notify exhibitors directly only if we do not approve authorization. Failure to meet any one of the above steps could jeopardize the exhibitor-appointed service contractor's ability to obtain proper authorization for servicing exhibiting companies. Event Management may deny access by or use of any non-official service contractor if they do not meet these specific requirements of Event Management.

**6. All exhibitor-appointed contractors agree to abide by all union rules and requirements as set forth by Freeman. All EACs must check in with the Freeman Service Desk prior to beginning building.**

## Section 1 – Exhibiting Company Information

NAME OF EXHIBITOR \_\_\_\_\_

OFFICIAL REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROV \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

TELEPHONE \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_ BOOTH DIMENSIONS \_\_\_\_\_

## Section 2 – EAC Company Information

I am requesting to use the services of the company listed below at the Locations Show 2015. Exhibitor-Appointed Contractor Information (please attach a list of additional contractors if applicable).

EAC NAME \_\_\_\_\_

EAC OFFICIAL REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROV \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

TELEPHONE \_\_\_\_\_ MOBILE PHONE \_\_\_\_\_

FAX \_\_\_\_\_

I have read and understand Section the Locations Show 2015 Exhibit Rules and Regulations relating to the use of an exhibitor-appointed contractor. I have informed the above-listed contractor of the requirements and the above-listed contractor has agreed to meet these requirements, including the insurance requirements stated here.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## SECTION 3 – Names of Exhibitor Appointed Contractor Personnel – Deadline January 3, 2015

*For badging purposes, all Exhibitor Appointed Contactor personnel names must be submitted to Locations Show 2015 Event Management by January 30<sup>th</sup>, 2015. NOTE: All EAC badges will count toward the total number of badges allowed per exhibitor.*

NAME OF EAC PERSONNEL \_\_\_\_\_

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NAME OF EAC PERSONNEL \_\_\_\_\_

NAME OF EAC PERSONNEL \_\_\_\_\_

NAME OF EAC PERSONNEL \_\_\_\_\_

NAME OF EAC PERSONNEL \_\_\_\_\_

***Return this form by January 30<sup>th</sup> to:***

Locations Show 2014  
Melanie Field, Event Manager  
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Telephone: +1-323-461-2324 x3  
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