

## **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). No permission to use an Exhibitor 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
- Booth Cleaning and vacuuming
- Catering / Food Service
- **NO OUTSIDE SECURITY OF ANY KIND.**

## **HOW TO GET AUTHORIZATION TO USE AN EXHIBITOR APPOINTED CONTRACTOR**

(PAX WEST 2022) All booth set up and tear down labor must be properly hired Union Labor.

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

1. EXHIBITOR **must submit the online EAC** form provided to Show Management, by the deadline date of **August 4, 2022**  
No approvals will be granted for requests received after the deadline.
2. Show Management will send the EAC Agreement, sample certificate of insurance, EAC Code of Conduct, invoice and or the Schedule A to the specified EAC.
3. The EAC will be required to return to Show Management the executed **EAC Agreement, EAC Code of Conduct and EAC Memorandum** along with the proper EAC fees and insurance documents by the deadline date of **August 18, 2022**
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.
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 EAC 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 August 18, 2022*

If you have any questions regarding this procedure, please call **(203) 840-5899** or email [eac@reedexpo.com](mailto: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 Washington must have authorization to do business in the State of Washington.
- Comprehensive general liability Insurance, providing at least \$1,000,000 in coverage and naming:  
**Penny Arcade (PAX), GES, Reed Exhibitions, RELX Inc., Washington State Convention & Trade Center (WSCTC), their officers, members, 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 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. **EAC groups** from outside the United States are not allowed to perform labor. They are only allowed to supervise properly hired Union Labor. All booths set up and tear down 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. All outside parties must be registered and approved by Show Management to be an EAC on this event. They must also provide proof on insurance.
- 12. Union Rules and Regulations apply please see Freeman Services tab for greater detail.**

#### **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.