



SHRM 2019 Annual Conference & Exposition EXHIBITOR APPOINTED CONTRACTOR FORM

RULES & REGULATIONS FOR THE USE OF NON-OFFICIAL CONTRACTORS

https://shrm.formstack.com/forms/exhibitor_appointed_contractor_eac_form

Exhibitors may appoint their own outside contractor for labor and supervision for set up and dismantle of booth displays. All other show services must be obtained through the official service contractor, Freeman. Exhibitor appointed contractors must comply with the following:

1. The **exhibitor** must complete the following online form by May 31, 2019 to notify Show Management of their intention to utilize their own appointed sub-contractor supplying the name, address and telephone number of the contractor, and the name and cell phone number of the on-site contact. Notification must come from the exhibiting company - not from the installation and dismantling company.
2. The exhibitor appointed contractor must have all licenses, permits or bonding required by federal or county municipal governments, and the exposition hall management prior to commencing work, and shall provide Show Management with evidence of compliance.
3. The exhibitor appointed sub-contractor must carry a minimum of \$1,000,000.00 in bodily injury insurance, \$100,000.00 - \$500,000.00 in property damage and \$1,000,000.00 in liability and workers' compensation and shall provide **Show Management with a certificate of insurance** showing coverage and amounts.
4. The exhibitor appointed sub-contractor must follow the printed work dates and times or pay any additional cost incurred because of extended work hours.
5. All exhibitor appointed contractors must have employees wear badges, stickers or wristbands as determined by show management, at all times, when on the show floor.
6. The exhibitor appointed contractor may not solicit business on the exposition floor.
7. The exhibitor appointed sub-contractor must confine their operation to the exhibit area of their client(s). No service desks, storage areas or other work facilities will be located elsewhere in the exposition hall.
8. The exhibitor appointed sub-contractor must comply with all labor agreements and practices and must not commit or allow to be committed by persons in his employment, any acts that could lead to labor problems or strikes.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor. The exhibitor appointed contractor must coordinate all his activities through Freeman.
10. The exhibitor appointed sub-contractor will share with the official service contractor all reasonable costs related to their operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. It will be the responsibility of the exhibitor appointed sub-contractor to remove all tape he installs from the floor and any bulk trash from the exhibit hall (such as skids or crates) or be billed accordingly by the general contractor for the labor to do so.