

**CONTRACTOR USE POLICY**

**A SIGNED COPY OF THIS POLICY MUST BE SENT ALONG WITH YOUR EAC FORM OR SHOW ACCESS WILL NOT BE PROVIDED TO CONTRACTOR**

**OFFICIAL SHOW CONTRACTORS**

Official Show Contractors are appointed by Association Management, on behalf of all exhibitors, to provide necessary equipment and perform required services to promote the safe, orderly and expeditious production of the event.

The Official Show Contractors are charged with the efficient distribution of equipment, labor and services to exhibitors and Association Management, the application of local union and exhibit hall regulations and requirements, and to ensure that the proper types and limits of insurance are in force.

These contractors are the sole providers allowed for the usual trade show services including, but not limited to: material handling, rental furnishings, forklift rigging, hanging of signs, cleaning, supervision, installation and dismantling of exhibits.

**Exceptions include:**

The exhibitors may elect to supervise the installation and dismantling of their properties and ordered services in facilities not controlled by union labor (right to work states). The exhibitor may elect to appoint an I & D contractor or exhibit builder to supervise, install and dismantle properties within their booth space.

**EXHIBITOR APPOINTED CONTRACTOR**

Exhibitors may utilize the services of non-official contractors to supervise, install and dismantle their exhibit if the following conditions are met:

The Exhibitor and the non-official contractor must notify Informa Markets of their services, by the EAC deadline date, using the Exhibitor Appointed Contractor Form from this exhibitor kit.

In the event that this notification is not received by the EAC deadline date, or if the information contained there in is incomplete or inaccurate, the non-official contractor will not be allowed in the exhibit hall except to supervise the work in question. The labor, for the work required, will be supplied by the Official Show Contractor.

The non-official contractor must, by the deadline date above, provide Informa Markets with a current Certificate of Insurance containing minimum limits of liability of \$500,000 for property damage per occurrence, \$1,000,000 for personal injury per occurrence, Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming Association Management and Informa Markets as additionally insured for the time period in question. If the non-official contractor is empowered to incur expense on behalf of the Exhibitor, a Third Party Billing form from the exhibitor manual must be completed, by the Exhibitor, and sent to Informa Markets. The Exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection with his/her exhibit.

The non-official contractor shall not provide any Forklifts, Cranes or other equipment necessary for the unloading or loading of exhibit material. The non-official contractor must confine its operations to the exhibitor area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space. The non-official contractor may not solicit business from Informa Markets business to include other Exhibitors, Transportation, or storage of Exhibit Materials.

The non-official contractor must have all business licenses, work permits, and insurance required by State and City governments and Facility Management before beginning work, and shall provide Association Management with evidence of compliance. If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes. Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

Company Name: _____	Space #: _____
Phone: _____	Email: _____
On-Site Contact: _____	On-Site Cell: _____
Name (print or type): _____	Signature*: _____ Date: _____

\*By signing this form you acknowledge, understand and agree to the Convention Services by Informa Markets US Boat Shows Payment Policy and Terms & Conditions