

EXHIBITOR APPOINTED CONTRACTOR REGULATIONS

These guidelines have been established for the purpose of providing smooth show operation and satisfaction for all concerned parties. An exhibitor appointed contractor is defined as any company other than the official contractor (Freeman) designated by show management which will be providing exhibit services on the show floor - including exhibit installation and dismantling, audio visual, florist, photographer, display rental, display house services, etc.

- Exhibitors are allowed to employ outside services to install and dismantle their display however exhibitors
 may not use an outside drayage contracting service. This service is provided by the exposition's official
 contractor. Exhibitors may not use an electrical or plumbing contractor other than those officially contracted
 for by show management.
- An exhibitor appointed contractor shall have the right to provide services requested by an exhibitor for the set-up/dismantling of his exhibit on the show floor and to utilize qualified employees, provided show management is notified by the exhibitor 45 days prior to the first scheduled installation date.
- 3. These services shall not conflict with existing labor regulations or contracts, and the exhibitor appointed contractor shall adhere to the entrance regulations set up by the hall and show management.
- 4. The exhibitor appointed contractor shall possess, and have a copy of same on file with show management, a public liability and property damage insurance policy, naming specific people insured and in the amount required by the facility, be a signatory, and conform with the current and acceptable labor contracts.
- The exhibitor appointed contractor shall have a true and valid order for service from an exhibitor in advance
 of the show installation dates, and shall not solicit business upon the show floor or during installation and
 dismantling periods.
- 6. The exhibitor appointed contractor must provide notice to show management, in letter form, 45 days prior to scheduled installation dates, of the exhibitors who have retained its services. Show management and the official contractor will keep this information confidential. Show management will make every effort to meet the desires of the exhibitors, provided this can be done without disrupting the smooth installation of the show.
- 7. The exhibitor appointed contractor, prior to starting work, will furnish the show office at the exhibit hall, with the names of all employees who will be working in the hall, as well as names, addresses, and telephone numbers of key executives for emergency contact. Upon verification by the exhibitor of intent to use an exhibitor appointed contractor, the contractor will be supplied with the appropriate notification form.
- 8. The exhibitor appointed contractor is responsible for adherence to all rules of ingress and egress in a timely, professional manner and should complete his assigned services within prescribed time limits.
- Exhibitor appointed display installation firms must remain within the perimeter of the booths they are
 erecting. They will not be allowed to set up work/dispatch stations in the aisles or other unused areas of the
 exhibit hall. Show management will assign storage and dispatch areas.
- 10. The exhibitor appointed contractor will share with the official contractor all reasonable costs related to his operation, including the sharing of payment of union stewards, any required restoration of exhibit space to its initial condition, etc.
- 11. The exhibitor appointed contractor shall cooperate fully with the official show contractor and assist him when necessary in filling his scheduled responsibilities, especially by refraining from interfering with the efficient utilization of labor by the official show contractor.
- 12. It is the responsibility of the exhibitor to provide the exhibitor appointed contractor with information pertinent to the installation and servicing of the exhibit, e.g., utilities, service order forms, installation and dismantling dates, target dates, shipping instructions and labels, display regulations, work passes, etc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/07/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to

certificate holder in lieu of such endor				laorse	ment. A stat	ement on th	s certificate does not co	onter r	ignts to the	
PRODUCER					CONTACT Insurance Company Contact Name					
Insurance Company Name					PHONE Contact Phone FAX					
1234 Street Address				E-MAIL Contact Empil						
City, State Zip Code				ADDRESS:						
Phone: (313)999-9999				INSURER(S) AFFORDING COVERAGE INSURER A Insurance Company Name					NAIC#	
INSURED				INSURER B: Insurance Company Name INSURER B: Insurance Company (if different from A above)						
Exhibitor Appointed Contractor Company Name										
1234 Street Address				INSURER C :						
				INSURE	RD:					
City, State Zip Code				INSURER E ;						
Booth #: 1234				INSURER F:						
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:										
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
INSR LTR TYPE OF INSURANCE	ADDL S		POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s		
GENERAL LIABILITY							EACH OCCURRENCE	\$	1,000,000	
X COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	300,000	
CLAIMS-MADE X OCCUR							MED EXP (Any one person)	\$	10,000	
			123456-01				PERSONAL & ADV INJURY	\$	1,000,000	
							GENERAL AGGREGATE	\$	2,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG	\$		
X POLICY PRO-								\$		
AUTOMOBILE LIABILITY			$\mathbf{C} \wedge \mathbf{N}$				COMBINED SINGLE LIMIT	s	1,000,000	
X ANY AUTO		4	SAN	Y/II			(Ea accident) BODILY INJURY (Per person)	\$, ,	
ALL OWNED SCHEDULED		123456-01					BODILY INJURY (Per accident)	\$		
AUTOS AUTOS NON-OWNED							PROPERTY DAMAGE	\$		
HIRED AUTOS AUTOS							(Per accident)	\$		
X UMBRELLA LIAB OCCUR		-					54011000110051105	_	5,000,000	
- occor			1234568888		8 1		EACH OCCURRENCE	\$	5,000,000	
CLAIMS-IMADE	1		1234300000				AGGREGATE	\$	3,000,000	
DED RETENTION \$ WORKERS COMPENSATION	-	-					WC STATU- OTH-	\$		
AND EMPLOYERS' LIABILITY Y/N							TORY LIMITS ER			
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under							E.L. EACH ACCIDENT	\$		
							E.L. DISEASE - EA EMPLOYEE	\$		
DÉSCRIPTION OF OPERATIONS below	-	_					E.L. DISEASE - POLICY LIMIT	\$		
								63		
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHIC	LES (At	tach /	ACORD 101, Additional Remarks	Schedule	, if more space is	required)				
It is agreed that the following are added as Additional Insured, when required by written contract, on the General Liability with respect to operations performed by the Named Insured in connection with this project:										
SOCIETY OF MANUFACTURING ENGINE				(DOSIT	ION CITY OF	E WEST SDE	PINGEIELD MA			
Society of Markot Moral and English	(0 (0.0.0	-), LACILINI CIAILO LI	(1 0011	1014, 011 1 01	WESTSIT	MITOI ILLD, IMA			
CERTIFICATE HOLDER					CANCELLATION					
SME - MANUFACTURING TECHNOLOGY SERIES EAST 2025 1000 Town Center; Suite 1910 Southfield, MI 48075					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
Coddinion, Wil 40070				AUTHORIZED REPRESENTATIVE						

ACORD 25 (2010/05)

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