

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.

1. 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.
2. 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.
5. 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.
9. 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.

