SMART MANUFACTURING E X P E R I E N C E

EXHIBITOR SPONSOR APPOINTED CONTRACTOR REGULATIONS

These guidelines have been established for the purpose of providing smooth show operation and satisfaction for all concerned parties. An exhibitor sponsor 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. Exhibitor sponsors are allowed to employ outside services to install and dismantle their display however exhibitor sponsors **may not use an outside drayage contracting service**. This service is provided by the exposition's official contractor. Exhibitor sponsors **may not** use an electrical or plumbing contractor other than those officially contracted for by show management.
- 2. An exhibitor sponsor appointed contractor shall have the right to provide services requested by an exhibitor sponsor 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 sponsor 45 days prior to the first scheduled installation date.
- 3. These services shall not conflict with existing labor regulations or contracts, and the exhibitor sponsor appointed contractor shall adhere to the entrance regulations set up by the hall and show management.
- 4. The exhibitor sponsor 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 sponsor appointed contractor shall have a true and valid order for service from an exhibitor sponsor 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 sponsor appointed contractor must provide notice to show management, in letter form, 45 days prior to scheduled installation dates, of the exhibitor sponsors 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 exhibitor sponsors, provided this can be done without disrupting the smooth installation of the show.
- 7. The exhibitor sponsor 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 sponsor of intent to use an exhibitor sponsor appointed contractor, the contractor will be supplied with the appropriate notification form.
- 8. The exhibitor sponsor 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 sponsor 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 sponsor 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 sponsor appointed contractor shall cooperate fully with the official show contractor and assist contractor, when necessary, in filling the 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 sponsor 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.

ACORD [®] 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 the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).									
PRODUCER	CONTACT Insurance Company Contact Name								
Insurance Company Name		PHONE Contact Phone FAX							
1234 Street Address		(A/C, No, Ext): Contact Finite (A/C, No): E-MalL ADDRESS: Contact Email							
City, State Zip Code		INSURER(S) AFFORDING COVERAGE		NAIC #					
Phone: (313)999-9999		INSURER A: Insurance Company Name		11409.0					
INSURED		INSURER B : Insurance Company (if different from A above)		e)					
Exhibitor Appointed Contractor Company Name		INSURER C:							
1234 Street Address		INSURER D :							
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 TYPE OF INSURANCE ADDLS	UBR	POLICY EFF (MM/DD/YYYY)		MITS					
GENERAL LIABILITY	appi i delot nombers	10000220755557	EACH OCCURRENCE	\$ 1,000,000					
			DAMAGE TO RENTED PREMISES (Fa 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 AG	G \$					
X POLICY PRO- JECT LOC				\$					
	SAN		COMBINED SINGLE LIMIT	\$ 1,000,000					
ANY AUTO ALL OWNED SCHEDULED									
AUTOS AUTOS NON-OWNED	123456-01		BODILY INJURY (Per accide PROPERTY DAMAGE						
HIRED AUTOS AUTOS			(Per accident)	\$\$					
				5 000 000					
EXCESS LIAB CLAIMS-MADE	1234568888	8	EACH OCCURRENCE AGGREGATE	\$ 5,000,000					
DED RETENTION \$			AGGREGATE	\$					
WORKERS COMPENSATION			WC STATU- TORY LIMITS F	Ή-					
AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE			E L EACH ACCIDENT	\$					
OFFICER/MEMBER EXCLUDED?			E L DISEASE - EA EMPLOY	ΈΕ \$					
If yes, describe under DESCRIPTION OF OPERATIONS below			E L DISEASE - POLICY LIM	IT \$					
				ь.					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (AN	tach ACORD 101 Additional Remarks	Sabadula, if more space i	e required)						
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach 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 ENGINEERS (SME), DAVID L. LAWRENCE CONVENTION CENTER, THE CITY OF PITTSBURGH, PA									
Societt of Mandi Actoring Engineers (SME), DAVID E. LAWRENCE CONVENTION CENTER, THE CITT OF FITTSBURGH, FA									
CERTIFICATE HOLDER CANCELLATION									
SME - SMART MANUFACTURING EXPERIENCE 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.							
							AUTHORIZED REPRESENTATIVE		
ACORD 25 (2010/05)		988-2010 ACORD CORPORATION	All rights records						
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