

EXHIBITOR APPOINTED CONTRACTOR GUIDELINES

While Show Management has made every effort to appoint the best-qualified contractors to provide services at the NACS Show, we recognize that many exhibitors may appoint vendors that they believe will best serve their needs before, during, and after the show. If an exhibitor chooses to designate a non-official, Exhibitor Appointed Contractor, we are happy to have them on the show floor. However, in order to assure that all contractors on the show floor are properly insured and credentialed, there are certain procedures that exhibitors must take for obtaining approval to utilize non-official contractors.

■ Exhibitor Responsibilities

Exhibitors must register their Exhibitor Appointed Contractor. The request must be made by the exhibitor. We will not accept requests from the contractor - only from the exhibitor. One Exhibitor Appointed Contractor cannot specify another Exhibitor Appointed Contractor. If an exhibitor relies upon an Exhibitor Appointed Contractor to hire and oversee the work of other Exhibitor Appointed Contractor, only the exhibitor can request approval for the other Exhibitor Appointed Contractor.

**EXHIBITOR APPOINTED CONTRACTORS MUST BE REGISTERED BY
SEPTEMBER 9, 2011. NO APPROVALS WILL BE GRANTED AFTER THE DEADLINE.**

If you have any questions regarding this procedure, please call Alison Daniels at (703) 518-4287.

Definition of Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor is **ANY** company (other than one of the designated official contractors) that an exhibitor wants to use inside the exhibit hall before, during, or after the show. No approval to use an Exhibitor Appointed Contractor will be given for the performance of the following services: Electrical, Plumbing, Telephone, Drayage, Rigging, Cleaning, Catering, or Millwright Labor. (Exhibitor Appointed Contractors must either obtain Labor from the Official General Contractor, or provide evidence to the official contractor that he possesses applicable and current labor contracts.)

■ Exhibitor Appointed Contractor Responsibilities

The Exhibitor Appointed Contractor Must Provide:

An ORIGINAL Certificate of Insurance (valid during the dates of installation through dismantle of the show) in the amount of \$1 million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability naming NACS as the Certificate Holder and as an Additional Insured.

Certificates of Insurance must be sent to Alison Daniels – NACS – 1600 Duke Street, Alexandria, VA 22314 or Fax: (703) 518-4265 by September 9, 2011. **Without a Certificate of Insurance absolutely no contractor will be allowed in the exhibit hall.**

■ Rules And Regulations Governing Exhibitor Appointed Contractors

1. The Exhibitor Appointed Contractor will refrain from placing an undue burden on the Official contractors, especially by not interfering in any way with the Official Contractors' work.
2. The Exhibitor Appointed Contractor will not solicit business on the show floor at anytime, including installation, during the show and dismantling.
3. The Exhibitor Appointed Contractor will share with the official contractor (s), all reasonable costs incurred in connection with the operation, including overtime pay for stewards, security, if necessary, restoration of exhibit space to its initial condition, marking of the floor, etc.
4. The Exhibitor Appointed Contractor will cooperate fully with the official contractors and will comply with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the official contractors.

■ Contractors Access To Exhibit Hall

A list of contractors who have been designated by exhibitors and who have submitted Certificates of Insurance by the deadline date will be sent to the Official Service Contractor and the NACS Show Security Company. Work badges/Wristbands will be issued to the Exhibitor Appointed Contractors' On-Site Supervisor at the Security Command post for access into the hall during installation and dismantle. If no Certificate of Insurance is on file, Exhibitor Appointed Contractors will not be allowed access into the hall. If contractors will require access to the show on show dates, exhibitors must register them as company exhibitor personnel as work badges will be invalid during all show hours. (If a company's allotment of complimentary exhibit personnel badges has been reached, such a badge will need to be purchased.)

■ Show Management's Discretionary Rights

Show management reserves the right, in its sole discretion to withhold approval or to dismiss from the show, any service contractor whose participation in the show may, in the opinion of show management, lead to strikes, picketing, or other labor action directed at the show, or other disruption of the show, or other reasonable interference with or inconvenience to the show or any of the exhibitors.

In the interest of providing a safe and efficient move-in, show and move-out, the cooperation from exhibitors utilizing Exhibitor Appointed Contractors and the contractors themselves to the above guidelines are appreciated.