



RULES AND REGULATIONS FOR THE USE OF NON-OFFICIAL CONTRACTORS

Exhibitors may appoint their own outside contractor only for labor and supervision to set up and dismantle their displays. All other show services must be obtained through the official service contractor, The Freeman Companies. Exhibitor appointed sub-contractors must comply with the following:

1. The exhibitor, in writing, must notify Show Management and the official service contractor of his/her intention to utilize his own appointed sub-contractor a minimum of 15 days in advance of the show, furnishing the name, address and telephone number of the firm, and the name of the on-site contact who will be in charge of the operation. Notification must come from the exhibiting company - not from the installation and dismantling company.
2. The exhibitor appointed sub-contractor must have all licenses, permits or bonding required by federal or county municipal governments, and the exposition hall management prior to commencing work, and shall provide Show Management with evidence of compliance.
3. The exhibitor appointed sub-contractor must carry a minimum of \$1,000,000.00 in bodily injury insurance, \$100,000.00 - \$500,000.00 in property damage and \$1,000,000.00 in liability and workers compensation, and shall provide Show Management with a certificate of insurance showing coverage and amounts.
4. The exhibitor appointed sub-contractor must follow the printed work dates and times or pay any additional cost incurred because of extended work hours.
5. The exhibitor appointed sub-contractor must furnish Show Management with the names of all employees who will be working on the exposition floor and see that they have and wear at all times the necessary badges.
6. The exhibitor appointed sub-contractor may not solicit business on the exposition floor.
7. The exhibitor appointed sub-contractor must confine his operation to the exhibit area of his client(s). No service desks, storage areas or other work facilities will be located elsewhere in the exposition hall.
8. The exhibitor appointed sub-contractor must comply with all labor agreements and practices, and must not commit or allow to be committed by persons in his employment, any acts that could lead to labor problems or strikes.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor. The exhibitor appointed sub-contractor must coordinate all his activities through The Freeman Companies.
10. The exhibitor appointed sub-contractor will share with the official service contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. It will be the responsibility of the exhibitor appointed sub-contractor to remove from the floor all tape he installs and any bulk trash from the exhibit hall (such as skids or crates) or be billed accordingly by the general contractor for the labor to do so.