

Deadline: October 9, 2017

Definition: An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official service contractors, that an exhibitor wishes to use that requires access to the exhibit hall either before, during or after the show. **EACs cannot provide the following exclusive services: Freight/Material Handling, Electrical, Plumbing, Telephone/Internet, Rigging, Booth Cleaning, Security and Catering.**

EXHIBITOR INFORMATION

Name of Exhibiting Company: _____

Booth Number: _____ Booth Dimensions: _____

I certify that I have authorized the exhibitor appointed contractor, named below, to install and dismantle my exhibit at the RDJ 2016. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility regulations as if my own employee. The contractor will be informed that the appropriate fees (**\$200/EAC**) and a Certificate of Liability Insurance are required by **October 9, 2017. The \$200 fee is non-refundable.** I understand that my organization is ultimately responsible for the actions of the contractor while on this assignment.

Access to the Exhibitor Service Manual will be sent to the contractor after Show Management has received this completed form from the exhibitor as well as the fees and Certificate of Insurance from the contractor.

Exhibitor Signature _____

E-mail address _____ Phone: _____

Printed name: _____ Date _____

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

On-site Representative/Cell Phone: _____

Please return completed Designation form no later than October 9, 2017 to:

RDJ 2017
6191 N. State Highway 161, Suite 500
Irving, TX 75038
Fax: 972-550-5390
Email: aleigha.frazier@informa.com

EAC CERTIFICATES OF INSURANCE

Original certificates of insurance must be submitted to Show Management confirming the following requirements:

- No later than 30 days prior to the show, EACs must provide a certificate of insurance with at least the following limits:
 - Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property;
 - Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage,
 - Naming Freeman, RDJ 2016, Informa Exhibitions U.S., Construction and Real Estate and Baltimore Convention Center as additional insured.

RULES AND REGULATIONS GOVERNING EACs

1. The EAC will refrain from placing an undue burden on the Official Contractors, specifically by not interfering in any way with the Official Contractors work.
2. The EAC will not solicit business on the show floor at anytime.
3. The EAC will cooperate with the official contractors and with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management.
4. Show Management will not provide access to the Exhibitor Service Manual until all fees and Certificates of Insurance have been received.



Exhibitor Appointed Contractor Designation & Agreement

Deadline: October 9, 2017

Exhibitor Appointed Contractor

An Exhibitor Appointed Contractor (EAC) is any company (other than one of the Official Show Contractors) that an exhibitor wants to use in the installation or dismantling of their booth. The following services are exclusive to RDJ 2017 and are options that cannot be performed by an Exhibitor Appointed Contractor:

Freight/Material Handling
Booth Cleaning
Security
Electric

Catering
Telephone/Internet
Plumbing
Rigging

Instructions

1. Exhibitors must complete and sign the attached EAC Designation form and submit by **October 9, 2017**. Use one form for each EAC you will use for the show.
2. Exhibitors, please inform your EAC they must complete the insurance and payment by **October 9, 2017**.
3. It is ultimately the responsibility of the exhibitor to make sure their EAC fulfills the requirements. EAC's failure to do so will prevent them from having access to the expo floor.

Requirements of the EAC (this information will be submitted to your EAC upon receipt of this form)

- No later than 30 days prior to the show, EACs must provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Freeman, RDJ 2016, Informa Exhibitions U.S., Construction and Real Estate and Baltimore Convention Center as additional insured.
- EACs agree to abide by all rules and regulations of the show.
- EACs will wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

Rules and Regulations Governing EACs

- The EAC will refrain from placing an undue burden on the Official Contractors, specifically by not interfering in any way with the Official Contractors work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will cooperate with the official contractors and with existing labor regulations or contracts as determined by the commitment made and obligations assumed by Show Management.
- Show Management will not provide access to the Exhibitor Service Manual until all fees and certificates of insurance have been received.

SHOW MANAGEMENT'S DISCRETIONARY RIGHTS

Exceptions to using the Official Contractors will be granted only if they do not interfere with or prejudice the orderly installation, interim services or dismantling of the exhibits. An exception will not be granted if it is inconsistent with commitments made and obligations assumed by RDJ 2017 in any contract with service contractors, or in its lease with the BCC.

Exhibitor Appointed Contractor Agreement

Deadline: October 9, 2017

Exhibitor Appointed Contractors must complete this form and submit to AIA Expo Show Management. Payment and a Certificate of Insurance must be received by **October 9, 2017**. Review all EAC Rules & Regulations and insurance requirements.

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

Company: _____

Contact Name/Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

We agree to abide by all rules and regulations governing EACs for RDJ 2017. (See next page).

Name of Contractor's On-Site Representative

Phone Number

Signature of EAC Representative

Date

Please list ALL exhibiting companies that your company will be working for (attach a list for more):

Company Name/Booth #

Company Name/Booth#

_____/_____

_____/_____

_____/_____

_____/_____

_____/_____

EAC fees: \$200 / Exhibiting Company (**Fee is non-refundable**)

Total # Exhibiting Companies: _____ Total Amount Due: \$_____

Send payment in full by check to: RDJ 2017, PO Box 612128, Dallas, TX
75261-2128 Fax: 972-550-5390 ♦ Email: aleigha.frazier@informa.com